



Notice City Commission Regular Meeting

7:00 pm

Monday, January 6, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 1-3-14

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Makayla Vitous, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:

c/o Benjamin C. Marentette, CMC, City Clerk
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Commission meeting!

Agenda

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the Regular Meeting of December 16, 2013. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of authorizing a contract for the 2014 Water Treatment Plant Filter Replacement Project and a related service order for evaluation, design, permitting and construction observation and administration services. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- c. Consideration of granting annual approval of the purchasing process for diesel and unleaded fuel, with confirming purchase orders to be submitted to the City Commission for approval after each transaction. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing a confirming purchase order for diesel fuel for city operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing the City Manager to approve payment to the Grand Traverse Conservation District for erosion control and washout repair work at the Brown Bridge Quiet Area, with funds to be provided by the Conservation Resource Alliance and approving the related budget amendment. (Approval recommended) (Jered Ottenwess, William Twietmeyer) (5 affirmative votes required)
- f. Consideration of authorizing a confirming service order for water sample services and analytical testing in connection with the 2012 East Bay Park Stormwater Improvements Project, with the costs to be reimbursed by the Michigan Watershed Center – East Bay Park Remediation Great Lakes Restoration Initiative Grant. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of amending the Resolution Establishing Fees for the City Engineering Department to establish a fee for requests for encroachments, sales of city property and relinquishment of city easements. (Adoption recommended) (Jered Ottenwess, Timothy Lodge)

- h. Consideration of authorizing an agreement with Smith Haughey Rice & Roegge for Karrie A. Zeits to provide special City Attorney services during City Attorney Lauren Tribble-Laucht's medical leave, for a period of up to eight weeks. (Approval recommended) (Jered Ottenwess, Lauren Tribble-Laucht) (5 affirmative votes required)
- i. Consideration of enacting an amendment to the Traverse City Code of Ordinances which would clarify that parcels in single and two-family dwelling districts may have one curb cut per parcel, as recommended by the City Planning Commission. (Enactment recommended) (Jered Ottenwess, Russell Soyring)
- j. Consideration of adopting a resolution approving the codification of previously-enacted ordinances so they may be included in the official compilation of ordinances, which is a housekeeping matter. (Adoption recommended) (Jered Ottenwess, Benjamin Marentette)
- k. Consideration of declaring a 2008 loader surplus and sold to the vendor providing a replacement and authorizing a purchase order for the replacement loader. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of adopting a resolution authorizing a grant agreement accepting a \$156,200 grant from the Michigan Waterways Commission for improvements to the Boardman River Boat Launch and Parking Lot D and approving the related budget amendment. (Jered Ottenwess, Russell Soyring) (5 affirmative votes required)
- b. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would revise the hours where mobile food vendors are allowed to be present in certain areas. (Jered Ottenwess, Benjamin Marentette)

4. New Business

- a. Consideration of authorizing a service order for professional services to conduct an assessment of the Clinch Park Water Feature design and functionality. (Jered Ottenwess, Timothy Lodge)

5. Appointments

- a. Consideration of appointment by the Mayor to the Traverse Area District Library Board, with approval by the City Commission. (Jered Ottenwess, Katie Lowran)

6. Reports, Announcements and Correspondence

Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.

- a. Reports, announcements and correspondence from the City Manager.
Presentation of the City of Traverse City website.
- b. Announcements from the City Clerk.

- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Report from the Mayor serving on the Downtown Development Authority.
 - 2. Report from Commissioners serving on the Light and Power Board.
 - 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 - 4. Report from Commissioners serving on other boards.
 - 5. Minutes of the Traverse City Historic Districts Commission special meeting of November 21, 2013.
 - 6. Minutes of the ACT 345 Retirement System meeting of October 30, 2013.
 - 7. Minutes of the Traverse City Light and Power Board meeting of November 12, 2013.
- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report from CH2MHILL for the Traverse City Wastewater Treatment Plant for November 2013.

7. Public Comment

- a. Reserved.

None.

- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

Attached are minutes from the following meeting of the City Commission:

- December 16, 2013, Regular Meeting

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

that the minutes of the December 16, 2013, Regular Meeting, be approved.

JJO/kes

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
December 16, 2013



A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

2. Consent Calendar

Moved by Carruthers, seconded by Richardson, that the following actions as recommended on the Consent Calendar portion of the Agenda be approved:

- a. The minutes of the December 2, 2013, Regular Meeting and December 9, 2013, Joint Study Session, be approved.
- b. The Mayor and City Clerk execute an amendment to the Property Transfer Agreement with ONR Properties (originally authorized September 16, 2013), for property transfers in connection with the Uptown Development (133 and 141 West State Street) to extend the closing date on 133 West State Street by one year, or until December 16, 2014, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.
- c. The Mayor and City Clerk execute an agreement with Grand Traverse

County to codify the February 4, 2013, Memorandum of Understanding with Grand Traverse County outlining the manner in which appointments will be made to the Traverse Area District Library Board, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

- d. That a Colt .223 caliber gun and a Glock .40 Caliber Gun be declared surplus and authorized for sale so they may be presented to Captain Brian D. Heffner, as outlined in the December 6, 2013, communication from the Chief of Police.
- e. The following Resolutions be adopted: the Resolution Establishing Fees for Duncan L. Clinch Marina Seasonal Rates 2014; the Resolution Establishing Fees for Boardman River Dockage Seasonal Rates 2014; and the Resolution Establishing Fees for Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees 2014.
- f. That an amendment to the Traverse City Code of Ordinances Section 1374.04 (b)(4) *Limit to one driveway per parcel for Single and Two-Family Dwelling Districts*, which would limit parcels in the Single or Two Family Dwelling Districts (R-1a, R-1b, and R-2) to one curb cut per parcel, as recommended by the City Planning Commission, be introduced and scheduled for possible enactment on January 6, 2014.

CARRIED unanimously.

Items removed from the Consent Calendar

None.

3. Old Business

3(a).

Consideration of authorizing an agreement with Traverse Bay Area Intermediate School District (ISD) for the city to provide a police officer at (ISD) campuses within the city during the months of September through June, with all associated costs to be paid for by the District.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Budros, that the Mayor and City Clerk execute a two-year agreement with the Traverse Bay Area Intermediate School District (ISD) for the city to provide a police officer to be assigned to ISD campuses within the city, with the ISD to pay costs associated with the police officer as outlined in the December 10, 2013, communication from the Chief of Police, with such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Roll Call:

Yes - Budros, Easterday, Howe, Richardson, Carruthers, Estes.

No - Werner.

CARRIED.

3(b).

Consideration of adopting amendments to the Park and Public Land Use Policy, to prescribe new limits regarding frequency of events, as recommended by the City Commission Ad Hoc Committee regarding the policy and noise ordinance and adopting other "housekeeping amendments."

The following addressed the Commission:

Moved by Richardson, seconded by Budros, that the amendments to the Park and Public Land Use Policy, as submitted with the packet materials for the December 16, 2013, Regular Meeting, be adopted.

Wes Nelson, 5915 West Jefferson Road, Garfield Township – made general comments

Michael Jackson, 217 Sixth Street – made general comments

Justin Reed, 630 Cottageview Drive – expressed opposition

Carol Simon, 329 Wahl Drive, Peninsula Drive, city business owner – made general comments

Carol Tompkins-Parker, 201 West 16th Street – made general comments

Andy McFarlane, 716 Washington Street, city business owner – made general comments

Rick Buckhalter, 932 Kelley Street – expressed support

Seamus Shinnors, 410 Seventh Street – made general comments

Sam Porter, 426 West Eighth Street – made general comments

Roll Call:

Yes - Budros, Easterday, Richardson, Carruthers, Estes.

No - Howe, Werner.

CARRIED.

3(c).

Consideration of lifting the moratorium on the City Clerk's Office issuance of High Impact Park Usage Permits.

The following addressed the Commission:

Jered Ottenwess, City Manager
Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Howe, that that the moratorium on the City Clerk's Office issuance of High Impact Park Usage Permits which was established October 7, 2013, be lifted.

Mike Jackson, 217 West Sixth Street – made general comments

CARRIED unanimously.

4. New Business

4(a).

Presentation of the 2013 Version of *The Performance*, highlighting accomplishments by the city during this year.

The following addressed the Commission:

Benjamin Marentette, City Clerk

No action was taken.

5. Appointments

5(a).

Consideration of appointing an ad hoc interview committee to make a recommendation regarding appointment to the Election Commission.

Moved by Budros, seconded by Werner, that Kris Elliott be appointed to one three-year term expiring December 12, 2016, (seat previously held by John Burgess) on the Election Commission.

CARRIED unanimously.

5(b).

Consideration of appointing an ad hoc interview committee to make a recommendation regarding appointment to the Board of Tax Review.

Moved by Budros, seconded by Werner, that Dan Stiebel be reappointed to one three-year term expiring December 31, 2016, on the Board of Tax Review.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Minutes of the Act 345 Retirement System Board Meeting of September 25, 2013.
 6. Minutes of the Planning Commission meetings of October 1, October 16, November 5 and November 20, 2013.
- e. Reports and correspondence from non-City officials.

None.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County
Commissioner

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Gary Howe

Commissioner Ross Richardson

There being no objection, Mayor Michael Estes declared the meeting
adjourned at 8:16 pm.



Benjamin C. Marentette, CMC
City Clerk

Approved: _____,
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 WATER TREATMENT PLANT FILTER REPLACEMENT
PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a contract for the 2014 Water Treatment Plant Filter Replacement Project. As explained by the City Engineer, this project will repair a recent underdrain failure, replace the filter media in both filters, as well as replace a portion of the curb surrounding the perimeter of both filters.

Additionally, the City Engineer recommends a confirming service order with Prein and Newhof for the design, specification and permitting work completed by it in connection with this project. We engaged Prein and Newhof without competitive bidding because of their familiarity with the Water Treatment Plant and the fact that time is of the essence in order to ensure completion of the Replacement Project in time for the seasonal demand increase.

Lastly, the City Engineer recommends a service order with Prein and Newhof for full-time construction observation and administration services. These services are required by the Michigan Department of Environmental Quality for this type of project.

Funds are available in the Water Fund for this work.

I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute a unit prices contract with Harper Industrial Construction, Inc., in the amount of \$151,524, more or less, at the unit prices indicated in its bid for the 2014 Water Treatment Plant Filter

-Motion continued on following page-

Replacement Project, with funds available in the Water Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney; and further

that the competitive bidding process be waived and the City Manager be authorized to issue a confirming service order to Prein and Newhof in the amount of \$17,019.40 for completing the evaluation, design, MDEQ permitting and bidding in connection with this project and a service order to Prein and Newhof in the amount of \$13,400 for full-time construction observation and administration services, with funds available in the Water Fund.

JJO/bcm

K:\tcclerk\city commission\agreements\water plant filter replacement project

e-copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager
FROM: Timothy J. Lodge, City Engineer *TJ Lodge*
DATE: December 23, 2013
SUBJECT: 2014 Water Treatment Plant Filter Replacement Project

In October 2013 an apparent failure in the north bay of Filter #4 of the Water Treatment Plant occurred. The failure occurred when water customer demand had declined to a point that the filter could be removed from service. City staff immediately contacted the engineering consultant for the Water Plant (Prein and Newhof), the MDEQ and filter supplier/manufacturer to assess the condition of the filtration system. The filtration system consisting of five filters is the main component of our treatment process.

Prein and Newhof completed their assessment and recommended work to repair the recent underdrain failure in Filter #4 and to rehabilitate Filter #5 to assure its reliability. Additionally the filter media will be replaced in both filters and a portion of the concrete curb will be repaired on the perimeter of both filters. This project is critical and considered an emergency for restoring the full capacity of the Water Treatment Plant prior to the seasonal water demand increase in the spring. The work is identified critical by the MDEQ. Prein and Newhof completed the design plans and specifications at a cost of \$17,019.40 and the project was advertised for bids on December 5, 2013. Bid documents were provided to four pre-qualified Contractors having completed two or more direct filtration system projects using the City's filter system supplier/manufacturer as recommended by Prein and Newhof to assure quality and timely performance of the repair work.

Sealed bids were received on December 19, 2013 for the above referenced project. Three bids were received for this work as follows:

Harper Industrial Construction, Inc.	Lowell, MI	\$151,524.00
Davis Construction	Kentwood, MI	\$233,965.00
Franklin Holwerda Company	Wyoming, MI	\$254,400.00

The Consulting Engineer's estimated cost for this work is \$170,000. Therefore, it is recommended that this work be awarded to the low bidder, Harper Industrial Construction, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$151,524.00, more or less, with funds available in the Water Fund.

Furthermore, it is recommended that the City issue confirming service order(s) to Prein and Newhof in the amount of \$17,019.40 for completing the evaluation, design, MDEQ permitting and bidding for the project and authorize a service order for the amount not to exceed \$13,400 for full time construction observation and construction administration services as required by the MDEQ permit for the project.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: FUEL PURCHASE PROCESS

Attached is a memo from Director of Public Services Dave Green regarding the purchasing process for fuel.

I recommend that the City Commission approve this process through this calendar year. Staff will revisit this issue again at the end of the year and determine if this remains the best way to get the best price.

I recommend the following motion:

that the City Commission approves the purchasing process for fuel as described in the Director of Public Services December 23, 2013, communication through December 31, 2014.

JJO/bcm

k:\tcclerk\city commission\fuel purchasing process 2014

e-copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director 

DATE: December 23, 2013

SUBJECT: 2014 Annual Fuel Purchases

Last year, an inquiry was made as to why the City Commission is asked to approve confirming purchase orders for delivery of fuel. Once the fuel purchase process was explained to the Commission they approved the process for the entire 2013 calendar year. It is time to get the approval for the 2014 calendar year and in lieu of redrafting a new memorandum to explain it I will use last years.

For most non-emergency transactions performed by the City, the Commission has an opportunity to approve the purchase price in advance of delivery. Fuel has been purchased through the confirming purchase order process for over 20 years because it has proven to be the most effective process to make certain that fuel is available to the fleet when needed.

Gasoline and Diesel fuel are commodities with prices that vary from day to day. In order to ensure the City gets the best available price for fuel, a competitive process is used. Here is how the process works:

The City Garage has storage capacity of 13,500 gallons each of gasoline and diesel fuel at the Woodmere facility. All City vehicles, including Light & Power, are fueled at the Garage's fueling station. About every six weeks, on average, we have the tanks refilled. The trigger to seek bid prices is when a tank drops below 3500 gallons. There is a price break for taking delivery of a full 10,000 gallon tanker truck, and that is why we order when our tanks can accept 10,000 gallons. Our procedure is fairly standardized. We fax a memo to several (as many as 10) vendors locally and around the State who are in the business of distributing fuel. The vendors have to agree to meet our terms for quality, delivery times and methods, and insurance. The distributors perform the legwork of seeking the best available price from refineries. Those distributors that are interested then provide us with their best delivered price. They don't all always bid – it depends on their ability to meet our delivery requirements and their need for the business. We then award the bid to the vendor presenting the best price to us.

Because the amount of the purchase is above the limits of the City Manager's authority, approval for the purchase of fuel has to go to the City Commission. But it is always a "confirming purchase order", which means we have already ordered and received the fuel by the time it gets to the Commission. The reason for this is that the fuel vendors won't give us a bid for a future price. We can't get a price today, go to the City Commission

Memorandum

The City of Traverse City
Department of Public Services



next week for approval, and then order the fuel. The price quoted for fuel is today's delivery price, and is only good for today.

There are a couple of other ways to purchase fuel. One is to award a long-term contract with a sole supplier for a guaranteed quantity and price. This strategy may be beneficial if you could predict annual fuel price trends, but likely would not be the best strategy in a year with falling fuel prices – like the current one. Another option is to award an annual bid to the vendor who will deliver the fuel at the lowest markup over Rack. (Rack price is the price at which refineries sell fuel to wholesale clients.) This is the process we use at the marina, where the fuel tanks are smaller and we cannot take advantage of the price break inherent in 10,000 gallon tanker deliveries. (Marine fuel is also a special blend, which reduces the number of vendors.) The weakness in using this strategy for fleet fuel is that the vendor does not have an incentive to deliver fuel from the refinery with the lowest cost – you end up with a low delivery cost (markup), but not necessarily the lowest overall cost.

For these reasons, I believe the current process for acquiring fuel for the fleet is the best option available and request that the City Commission approve the process for calendar year 2014.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: #2 DIESEL FUEL PURCHASE

Telephone / fax bids were received for dyed #2 diesel fuel for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Brenner Oil	Mount Pleasant	\$2.94875
Lemmen Oil	Coopersville	\$2.98675
Crystal Flash	Traverse City	\$3.002
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilberts Service	Traverse City	Did not bid

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to issue a confirming purchase order in the amount of \$29,496.35 to Brenner Oil Co. for 10,003 gallons of dyed #2 diesel fuel without additives priced at \$2.94875 per gallon with funds available in the Garage Fund.

JJO/wb

The previous purchase price on 10/22/13 was \$3.07735 per gallon.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: BROWN BRIDGE – EROSION CONTROL AND WASHOUT
REPAIR WORK

Attached is a memo from City Treasurer/Finance Director William Twietmeyer recommending the City Commission authorize payment of \$8,500 to the Grand Traverse Conservation District for erosion control and washout repair work at the Brown Bridge Quiet Area. As explained by Mr. Twietmeyer, the funds will be provided by Conservation Resource Alliance.

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to approve payment in the amount of \$8,500 to the Grand Traverse Conservation District for erosion control and washout repair work at the Brown Bridge Quiet Area, with funds to come from the Conservation Resource Alliance and that a budget amendment be approved to increase both budgeted revenue and budgeted expenses in the Boardman River Dam Removal and Restoration Fund to reflect the receipt of the funds and subsequent payment.

JJO/bcm

copy: William Twietmeyer, City Treasurer/Finance Director

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Memorandum

The City of Traverse City



To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Brown Bridge Maintenance
Date: December 26, 2013

This fall, the Boardman River Dam Removal Implementation Team approved \$8,500 for erosion control and washout repair work at Brown Bridge. This work was to be conducted by the Grand Traverse Conservation District with reimbursement to come from the Conservation Resource Alliance.

Recently we received an invoice from the Grand Traverse Conservation District for work performed through November. This invoice is for \$6,951.42 with the remainder to occur in the spring once the work is completed for stabilizing the east end of the North Trail.

Since the total amount exceeds the City Manager's spending authority and since this activity was not budgeted for the fiscal year, I am requesting that the City Commission be asked to approve payment of \$8,500 to the Grand Traverse Conservation District with funds to come from the Conservation Resource Alliance and that a budget amendment be approved to increase both budgeted revenue and budgeted expenses in the Boardman River Dam Removal & Restoration Fund to reflect the receipt of the funds and the subsequent payment.

Please place this on the next City Commission agenda for their review and approval.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: *Jo* JERED OTTENWESS, CITY MANAGER

SUBJECT: 2012 EAST BAY PARK STORMWATER IMPROVEMENT
PROJECT - WATER SAMPLE SERVICES AND
ANALYTICAL TESTING

Attached is a memo from Tim Lodge, City Engineer, requesting approval to issue a confirming service order for water sample services and analytical testing.

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to issue a confirming service order for \$8,053.50 to SOS Analytical, Inc. for performing the water sampling and analytical testing for the three storm water treatment systems installed in East Bay Park in 2013, with costs to be reimbursed by the Great lakes Restoration Initiative Grant.

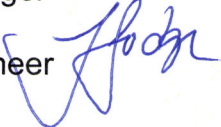
cc: Tim Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: December 30, 2013

SUBJECT: 2012 East Bay Park Stormwater Improvements Project
Water Sample Services and Analytical Testing

We have received the final invoice from SOS Analytical, Inc. for performing the water sampling and analytical testing for the three storm water treatment systems installed in East Bay Park earlier this year. They collected the samples during seven rain events for the three systems and during two rain events for the system at the end of 8th Street. The total cost for all sampling is \$8,053.50 or roughly \$ 900 per rain event. They tested for e-coli, total suspended solids, ammonia, nitrate, nitrite, phosphorous, chloride, oil and grease and surfactants.

These expenses are eligible for reimbursement from the Great Lakes Restoration Initiative Grant "*Michigan-Watershed Center-East Bay Park Remediation*". This grant program is administered by the Environmental Protection Agency (EPA) in collaboration with the Watershed Center, our local water quality partner. The test results have been shared with the Watershed Center and the Filter Treatment System Manufacturer/Supplier to evaluate the effectiveness of the treatment systems. The results show varied success of the systems as well as inconsistencies which we will be monitoring over the next year.

Therefore, it is recommended that a confirming service order be issued to SOS Analytical, Inc. in the amount of \$8,053.50 with costs to be reimbursed by the aforementioned grant.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: FEES – REQUESTS FOR ENCROACHMENT, SALE OF CITY
PROPERTY AND RELINQUISHMENT OF CITY EASEMENTS

Attached is a memo from City Engineer, Timothy Lodge recommending a \$475 fee for reviewing requests for encroachment, sales of city property and relinquishment of city easements. As a general rule, the city charges fees to cover special requests so that the cost of reviewing such requests are not subsidized by the general taxpayer. The city does not currently charge a fee for these services.

I recommend the following motion:

that the Resolution Establishing Fees for Engineering Department, be amended to add a \$475 fee for requests for encroachment, sale of city property and relinquishment of city easements.

JJO/bcm

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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: December 10, 2013

SUBJECT: Establishing Fees for Encroachment/Sale of City Property/Relinquishment of City Easement requests

The City currently does not charge a fee to an applicant pursuing an encroachment, sale of city property or relinquishment of city easement requests. The frequency of reviewing such requests seems to be rising and it seems that the City should be charging a fee to cover our administrative costs related to the request.

Currently, these types of requests are reviewed at a staff level by personnel from the following departments: Manager's Office, Attorney's Office, Planning, Engineering, Department of Public Services, Assessor's Office, Clerk's Office, Light and Power, and Water/Sewer Maintenance. The requests are considered by the City Commission for approval or disapproval.

After gathering input from staff regarding the average time each department spent reviewing these types of requests and converting that time into actual salary costs via the Human Resources Department, I recommend that a fee of \$475.00 be established.

TJL:ml

Attachments: Resolution, Application



**RESOLUTION ESTABLISHING FEES
FOR
ENGINEERING DEPARTMENT**

WHEREAS, various requests are made to the City Engineering Department requiring hours of staff time to review plans, to process permits, to meet and discuss the plans with the property owners and to perform field reviews; and

WHEREAS, the Commission believes that it is important that the actual costs associated with these services are not subsidized by the general taxpayer; now, therefore, be it

RESOLVED, that the fees for the Engineering Department be established as follows:

Soil Erosion Permits	\$ 35.00
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Right-of-Way Permits

Residential

Non-Excavating:	\$ 35.00
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Excavating:	\$ 70.00
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Commercial

Non-Excavating:	\$ 50.00
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Excavating:	\$105.00
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Civil Infraction:	\$100.00
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Storm Water Runoff Permits

Less than ½ acre:	\$ 35.00
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More than ½ acre, but less than 1 acre:	\$ 70.00
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1 acre:	\$105.00
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Each additional acre (to the nearest acre):	\$ 35.00
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Utility Services Review (conjunction with issuing Land Use Permit)

Sites less than ½ acre:	\$ 35.00*
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Sites more than ½ acre, but less than 1 acre:	\$ 70.00*
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1 acre:	\$105.00*
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Each additional acre (to the nearest acre):	\$ 35.00
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**Applies only to residential, multiple, commercial, institutional and industrial projects in which a utility review is required.*

Purge Well Discharge Rate

\$3.00/1,000 cu. ft.

Encroachment/Sale of City Property/Relinquishment of City Easement \$475.00

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on January 6, 2014, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684, to be effective immediately and supersedes the resolutions adopted on December 21, 1992 and August 15, 2005.

Benjamin Marentette, CMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: CITY ATTORNEY'S MEDICAL LEAVE – SPECIAL CITY
ATTORNEY SERVICES

Attached is a memo from City Attorney Lauren Tribble-Laucht recommending a contract with Smith Haughey Rice & Roegge, for Karrie Zeits to provide Special City Attorney Services during the City Attorney's upcoming medical leave. As mentioned by the City Attorney, Ms. Zeits was her immediate predecessor.

I recommend the following motion (5 affirmative votes required):

that the Mayor and City Clerk execute a professional services agreement with Smith Haughey Rice & Roegge for Karrie A. Zeits to provide Special City Attorney Services, as recommended by the City Attorney pursuant to City Charter Section 47, at the rate of \$2,000 per week for an average of 18 hours per week (with telephone consultations not counted against the average), with hours in excess of 18 hours per week over the period of actual engagement at the rate of \$120 per hour, for up to eight weeks, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the City Attorney Department Budget.

JJO/bcm

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Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager
COPY: Benjamin C. Marentette, Clerk City
FROM: Lauren Tribble-Laucht, City Attorney *LL*
DATE: January 5, 2013
SUBJECT: Contract for Attorney Services

As you are aware, I am planning to be out for medical leave around the end of January. As I previously reported, I have discussed with former City Attorney, Karrie Zeits her availability to cover the duties of this Office during that time and she has indicated that she is willing to do so. This approach has the advantage of engaging an individual with a high level of familiarity with City operations and issues, which will hopefully minimize any disruption in services. I have met with Ms. Zeits to discuss the proposed terms of this arrangement.

The terms proposed are similar to the arrangement that the City entered into during the period of time between when Ms. Zeits went out of house as legal counsel and when I came in house. The terms I have discussed with Ms. Zeits are the following: \$2000 per week for an average of 18 hours per week of legal services. This would include Monday afternoon and Tuesday morning office hours to be held at the Governmental Center to allow for consultation on any issue that staff or the Commission requires of legal counsel; and attendance at City Commission meetings. The rest of the time Ms. Zeits would be "on call" and phone consultations would not be counted against the average of 18 hours per week. At the end of the term of the agreement Ms. Zeits would "true up" the amount of time spent and if the amount of hours exceeded 18 per week on average, she would bill the excess at \$120 per hour. Should an unanticipated matter arise which will require a substantial amount of extra time that would of course be discussed and arranged through the City Manager's office in order to keep a handle on overall legal costs.

During the time I am out short term disability insurance will be applied to my pay. Additionally there are funds budgeted for this Office for professional services, which may cover a portion of the costs associated with Ms. Zeits' services. Therefore I do not expect my absence to substantially affect the City's budget for legal services. Charter Section 47 provides upon recommendation of the City Attorney, the City Commission may retain additional legal counsel. I recommend the City Commission approve an agreement for legal services with Smith Haughey Rice & Roegge for attorney services to be carried out my Ms. Zeits as described above.

Please let me know if you have questions or would like to discuss this matter further.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: ZONING ORDINANCE AMENDMENT – LIMIT PARCELS IN
THE SINGLE OR TWO FAMILY DWELLING DISTRICTS TO
ONE CURB CUT PER PARCEL

Attached is a previously submitted memo from City Planning Director Russ Soyring, outlining the proposed amendment to the Traverse City Code of Ordinances, which would limit parcels in the Single or Two Family Dwelling Districts (R-1a, R-1b, and R-2) to one curb cut per parcel, which was the original intent of the ordinance.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances Section 1374.04 (b)(4) *Limit to One Driveway Per Parcel for Single and Two-Family Dwelling Districts*, which would limit parcels in the Single or Two Family Dwelling Districts (R-1a, R-1b, and R-2) to one curb cut per parcel, as recommended by the City Planning Commission, which was introduced on December 16, 2013, be enacted with an effective date of January 16, 2014.

JJO/kjl

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copy: Russ Soyring, Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: JERED OTTENWESS, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*

SUBJECT: ZONING AMENDMENT TO LIMIT PARCELS IN THE SINGLE OR TWO FAMILY DWELLING DISTRICTS TO ONE CURB CUT PER PARCEL

DATE: December 5, 2013

On October 1, 2013 meeting, the Planning Commission reviewed the zoning ordinance requirements for driveways. It was explained that the intent of the language in the current zoning code was to limit residential parcels to one driveway per parcel, but the actual language reads that a corner lot parcel may have two. On November 5, 2013 meeting, the Planning Commission introduced the zoning amendment and scheduled a public hearing for December 3, 2013.

On December 3, 2013, the Planning Commission held a Public Hearing to consider the proposed zoning amendment to limit residential parcels to one curb cut per parcel.

The Planning Commission took the following action:

Motion by Commissioner Easterday, second by Vice-Chairperson McNally, that an amendment to the Traverse City Code of Ordinances, Section 1374.04, *Driveways and Access Requirements*, to limit parcels in the Single or Two Family Dwelling Districts (R-1a, R-1b and R-2) to one curb cut per parcel be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration. Motion carried 7-0 (Commissioners Warren and Twietmeyer absent). There was one comment in support of the amendment during the Public Hearing.

Please pass on the Planning Commission's recommendation regarding this zoning code amendment on to the City Commission for their consideration.

RAS:ml

Attachments: Amendment

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: Limit to One Driveway Per Parcel for Single and Two-Family Dwelling Districts

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 1374.04, *Driveways and Access Requirements*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

CHAPTER 1374 Circulation and Parking

The purpose of chapter is:

- To make Traverse City safe and accessible by pedestrians, cyclists, drivers and passengers.
- To give equal consideration to the pedestrian in the design of all public and private parking areas.
- To promote site designs that help to reduce crashes and conflicts between pedestrians and vehicles.
- To maintain the utility of the public rights-of-way to move goods and people safely and adequately.
- To promote interesting street edges that invite people to walk.
- To encourage a healthier transportation mix.

CROSS REFERENCES

Handicapped parking restrictions - MCLA 257.942a

Parking generally - TRAF 410.03, Ch. 480

1374.01	Pedestrian travel ways.	1374.04	Driveways and access requirements.
1374.02	Bicycle parking.	1374.05	Delivery truck loading requirements.
1374.03	Motor vehicle parking.	1374.06	Drive-through standards.

1374.01 PEDESTRIAN TRAVEL WAYS.

- (a) **Compliance required.** All developments except for one and two-family dwellings, shall provide clearly defined pedestrian travelways from the public sidewalk to main entrances of the buildings or uses of the land.
- (b) **Requirements.** A sidewalk a minimum of five feet wide free from obstructions shall be constructed from the public walk to main entries of buildings. On lots where there are

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multiple principal buildings or main entries, sidewalks meeting the requirements above shall be provided.

- (c) **Construction standards.** Pedestrian travelways shall be physically separate from the parking area except where they cross a vehicle maneuvering lane, in which case the travelway shall be defined with a separate and contrasting material such as the use of a textured concrete or brick paver.

1374.02 BICYCLE PARKING.

- (a) **Compliance required.** Whenever full off-street parking compliance is required, a minimum of one bicycle rack or locker is required and shall be located within 50 feet of the main entrance of a building or inside a building in a location that is easily accessible by bicyclists. For sites that require more than 25 motor vehicle spaces, the ratio is one rack for every 25 motor vehicle spaces. When units of measurement determining the number of required parking spaces result in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.
- (b) **Exception.** The requirements of this section do not apply to residential uses in the RC, R-1a, R-1b and R-2 districts or uses in the C-4 district.
- (c) **Standards.**
 - (1) **Bicycle lockers.** Where required bicycle parking is provided in lockers, the lockers must be securely anchored.
 - (2) **Bicycle racks.** Where required bicycle parking is provided in racks, the racks must meet the following standards:
 - A. The bicycle frame and one wheel can be locked to the rack with a high security, U-shaped shackle lock if both wheels are left on the bicycle.
 - B. A bicycle six feet long can be securely held with its frame supported so that the bicycle cannot be pushed or fall in a manner that will damage the wheels or components; and
 - C. The rack must be securely anchored.
 - (3) **Maneuvering areas.**
 - A. Each required bicycle parking space must be accessible without moving another bicycle; and
 - B. There must be an aisle at least five feet wide behind all required bicycle parking to allow room for bicycle maneuvering.

(Ord. 774. Passed. 11-5-07.)

1374.03 MOTOR VEHICLE PARKING.

- (a) **Compliance required.** In all districts, except the C-4 districts (where the provision of off-street parking is not required) and those properties located within 500 feet of a public parking structure, off-street parking shall be provided as required by this Chapter unless otherwise provided by parking waiver pursuant to this Zoning Code. In the C-4 district and those properties located within 500 feet of a public parking structure, when private parking is provided, it shall meet all requirements of this Chapter with the exception of

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the parking space requirements of subsection (d). Full off-street parking compliance is required as follows:

- (1) **New Construction.** For all newly constructed buildings.
 - (2) **Enlargement.** Whenever a building is expanded to increase its gross floor area.
 - (3) **Change in Use.** Whenever the use of a building or portion of a building is changed to accommodate a use requiring more parking pursuant to this Zoning Code than the former use.
 - (4) **Parking Area Construction and Expansion.** For all new parking areas and whenever existing parking areas are expanded. Normal maintenance, such as regrading of legal non-conforming gravel parking areas or the addition of top coat or sealer to existing paved parking areas, will not trigger full off-street parking compliance; however, pulverizing an existing asphalt, concrete or other paved parking surface, the outright removal or substantial modification of the paved surface in preparation for paving and demolition by neglect which serves to return a parking area substantially to gravel or other aggregate surface, shall, for the purposes of this code, be considered a new parking area.
- (b) **Land use permits; plans; improvement guarantees.** Land use permits shall be required for parking area construction or expansion in all districts. In addition, the following shall be submitted:
- (1) **Plans.** For any parking construction or expansion a plan shall be submitted to and approved by the City Engineer prior to the commencement of construction. Such plan shall include:
 - A. Setbacks, spacing and size of spaces,
 - B. Landscaping and lighting (where applicable),
 - C. Ingress and egress,
 - D. Surfacing and drainage,
 - E. Proposed and existing grades,
 - F. General specifications,
 - G. Parking details and any other information as shall be deemed necessary by the Planning Director or City Engineer prior to the issuance of a land use permit.Except for parking areas and driveways for one and two-family dwellings, such plans shall be sealed by a registered professional engineer or architect who is licensed to do business in the State. Specific plan requirements may be waived by the Planning Director or City Engineer when, in their opinion, the proposed changes do not warrant full compliance. In such cases, a written opinion by the Planning Director must be filed with the application for the permit.
 - (2) **Improvement Guarantees.** For any parking construction, screening or other site development for which a land use permit is required, a certificate of surety, performance bond, or other financial guarantee, as approved by the Planning Director, in the amount of 110 percent of the estimated construction costs, shall be submitted prior to the issuance of a land use permit or building permit and shall be

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retained until such site development is completed and found to be in full compliance with the site plan approved by the Planning Director. Where landscape materials are required to be provided or mature trees are required to be saved in any development, the financial guarantee shall include the cost of plant materials and the total appraised value of individual trees to be saved and shall remain in effect for not less than one growing season after planting or completion of project site work, whichever is last.

- (3) **Leased parking.** The owner or occupier of the property to be served shall own or lease all property utilized to meet minimum parking requirements. The lease shall include a provision that the lease may not be canceled without the permission of the Planning Director. The Planning Director may allow cancellation of all or part of a lease where parking compliance is achieved in some other way or a parking exception is granted.
- (c) **Location of parking areas.** Off-street parking areas shall be located in the same district as the use they are intended to serve, in a district that allows the use, or as provided by a special land use permit or the granting order of a planned unit development. In addition, parking areas are to meet the following requirements:
 - (1) **Front setbacks.** Except as otherwise contained in this Zoning Code or as indicated below, parking shall be provided behind or to the side of a principal building as follows:
 - A. **R-1a:** 3 feet minimum.
 - B. **R-1b:** 3 feet minimum.**All other districts:** Other than in the R-1a, R-1b and R-2 Districts, a parking area shall be set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line
 - (2) **Side setbacks.** In the R-1a, R-1b and R-2 districts, the side setback shall be 2 feet. In all other districts, any parking area which is contiguous to the side property line of an R-District shall provide a minimum side setback of 10 feet from the side contiguous to the R-District. All other parking areas shall maintain a minimum 5 foot side setback. If shared parking is developed, these setbacks would affect only the perimeter of the combined parcels. See Appendix 2, Figure 1-5.
 - (3) **Rear setbacks.** In the R-1a, R-1b and R-2 districts, no rear setback is required. In all other districts, a rear setback of 20 feet shall be required for any parking area abutting, adjacent to or across a public alley from an R-District and a 5 foot rear setback shall be required otherwise with the exception of the following:
 - A. A rear setback requirement may be waived by the Planning Director to allow parking designed to back directly into a public alley when it can be demonstrated that the property exhibits site constraints which preclude or render permitted parking configurations impractical. Whenever such parking is approved, an area no less than ten feet in depth shall be

provided immediately in front of the parking and the provided area shall be developed according to the landscaping requirements of Section 1372.05 (a) and (b). See Appendix 2, Figure 1-6.

- B. A required 20 foot rear setback may be reduced in depth by up to 50 percent when a decorative masonry screenwall at least five feet in height is constructed along the 10 foot setback line and the area between the wall and the rear property line is landscaped according to the requirements for front yards in Section 1372.05, *Landscape Development Internal to a Parking Area*.

(4) **Off-site locations.**

- A. All off-street parking areas, except in R-districts, shall be located on the immediate premises or within 500 feet as measured from the nearest point of the parking area to the nearest point of the building intended to be served.
- B. The required number of parking spaces may be reduced on a 1/1 ratio for permit parking spaces and leased spaces in a public parking area within 500 feet of the building to be served. The termination of such a permit or lease shall require replacement of the parking spaces so reduced.

(5) **Use of public right-of-way.**

- A. The required number of off-street parking spaces for a specific use may be reduced in recognition of the number of available on-street parking spaces on a curbed street abutting the property.
- B. Parking is prohibited on the treelawn portion of the right-of-way except where permitted by sign.

- (d) **Requirements.** The number of required off-street parking spaces shall be provided by a property owner according to the following schedule. **All requirements are minimum unless otherwise noted.**

Residential

1 per dwelling unit

Specialized Housing

Adult foster care home

1 per three residents

Child care center

1 per ten children

Residential care and treatment facilities

1 per three beds

Independent living

1 per unit

Institutions

High schools, colleges

3 per 10 students

All other schools

1.5 per classroom

Places of worship

1 per 4 seats in main area of worship

Hospitals

1 per 400 square feet gross floor area

Governmental offices, post offices

1 per 400 square feet

Auditoriums (excluding schools)

1 per 3 seats

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Commercial

Office, financial institutions, retail	1 per 350 square feet gross floor area (Max. 1 per 150 sq. feet)
Medical office	1 per 300 square feet gross floor area (Max. 1 per 150 sq. feet)
Furniture, antique and bicycle shops	1 per 850 square feet gross floor area
Theaters	1 per 3 seats
Restaurants <i>Family</i>	0.4 per seat (alt. 2 for every 5 seats)
<i>Fine / Banquet Halls/ Fast Food</i>	0.7 per seat (alt. 3 for every 4 seats)
Lodging facilities	1 per room or suite
Marinas	1 per boat slip
Grocery, hardware /all other uses	1 per 325 square feet gross floor area

Industrial

Office	1 per 350 square feet gross floor area
Assembly/ Warehouse/Manufacturing	1 per 600 square feet gross floor area

- **Uses not listed.** Any use not specifically addressed or referred to in this list shall have parking requirements determined by the Planning Director.
 - **Fractional spaces.** When units of measurement determining the number of required parking spaces result in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.
 - **Bicycle rack.** In all except R- districts, one on-site bicycle rack accommodating four
 - **Multiple uses.** Where a building has a multiple use occupancy of any two or more residential, commercial, office or industrial uses, the parking required shall be computed on the basis of the gross floor area in each use.
 - **Upper story dwellings.** Additional parking is not required for upper story dwellings above a first floor commercial or office use in a C-1, C-2, C-3 or H-1 district, however, any parking area supplied shall conform to the provisions of this Code.
 - **Buildings less than 500 square feet gross floor area** for non-residential uses are exempt from parking space requirements.
- (e) **Parking exception.** The Planning Director may grant a parking exception which reduces parking space requirements or location requirements of this Zoning Code, if it has been clearly demonstrated that the provisions of full parking or location requirements are unnecessary or that such requirements would create a practical difficulty with the use of the lot, as contrasted with merely granting an advantage or convenience. Storage areas, other than warehousing space, deemed by the Planning Director to be impractical for the other occupancies, shall require no off-street parking.
- (f) **Limitations on use of parking areas.**
- (1) The required parking area shall be used solely for the parking of private passenger vehicles or vehicles used in the business operation.

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- (2) No commercial repair work or service of any kind, and no sale, display or storage of new or used vehicles which are not for the use of the occupant, employees and patrons, shall be conducted in such required parking area.
 - (3) A parking area in an R-district for a residential use shall be restricted to the use of its owner or lessee and under no circumstances shall such facility be used for a non-residential use or in conjunction with any non-residential use, including the provision of access to a non-residential use or the storage of snow removed from non-residential property or use.
 - (4) No truck, trailer or other vehicle having an auxiliary refrigeration unit shall be parked overnight within 150 feet of any residence district while the refrigeration unit is in operation.
- (g) **Design and construction standards.** The following standards for off-street parking areas apply to all uses in all districts except as specifically noted:
- (1) **Layout.** Off-street parking areas shall be designed, constructed, and maintained as follows and in accordance with the standards set forth in the table and drawing following the text of this Chapter.
 - A. All maneuvering lanes shall permit only one-way traffic movements, with the exception of the 90 degree pattern where two-way traffic may be permitted.
 - B. Each parking space shall have direct unimpeded access to a maneuvering lane and dead-end maneuvering lanes shall be permitted only with the 90 degree pattern where the maneuvering lane has been extended by a minimum of four feet beyond the last parking space to create a back-up area for exiting vehicles.
 - C. Maneuvering lanes shall not be located within a required setback. A driveway may cross a setback from the street to the parking area.
 - D. Stacking of parking spaces may be allowed by the Planning Director for employee parking only.
 - (2) **Surfacing.**
 - A. All parking areas, other than for a single or two-family residential use, shall be paved with concrete, bituminous asphalt, perforated concrete, brick or other permanent equal as approved by the City Engineer.
 - B. Any parking area for single or two-family residential use shall, at a minimum, be surfaced and the area clearly defined with gravel, crushed stone, concrete, asphalt, brick or equal material, and be maintained substantially free of dust, mud and standing water.
 - C. All parking spaces other than for single and two-family residential use shall be striped with suitable paint, reflective tape or other approved contrasting material which is applied upon or as an integral part of the pavement.
 - (3) **Curb Types.** All parking areas except those for single and two family dwellings shall have permanent 4 inch minimum high granite, concrete curb or concrete curb and gutter to channel the flow of vehicular traffic, define and contain

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parking, protect landscaped areas and individual trees and to define and separate pedestrian travelways in the interest of safety and efficient parking area utilization. In the Industrial District, curbing is required only for that portion of a parking area including the approach driveways and parking lot facing the street. See Appendix 2, Figure 1-7. All landscaped islands shall be protected from vehicular encroachment by curbing, however limited areas of the curb may be lowered to parking area grade, as approved by the City Engineer to accommodate the secondary use of landscape areas for the retention of storm-water runoff and snow storage. The Planning Director may approve variations from strict compliance with the curbing requirements when the applicant can provide an alternative design that is equal to or superior in its ability to channel the flow of vehicular traffic, define and contain parking, protect landscaped areas and individual trees and to define and separate pedestrian travelways.

- (4) **Storm-Water Management.** All parking areas shall provide for storm water management pursuant to Traverse City Code Chapter 1068, *Groundwater Protection and Stormwater Runoff Control*.
- (5) **Screening.** Screening shall be provided pursuant to Traverse City Code Chapter 1372, *Landscaping*.

(Ord. 476. Passed 7-6-99. Ord. 537. Passed 6-4-01. Ord. 540. Passed 7-16-01. Ord. 536. Passed 6-4-01. Ord. 569. Passed 7-1-02. Ord. 575. Passed 8-19-02. Ord. 766. Passed 7-2-07. Ord. 923. Passed 10-3-11. Ord 967. Passed. 6-3-13)

1374.04 DRIVEWAYS AND ACCESS REQUIREMENTS.

- (a) **Intent.** It is the intent of this section to regulate the number, location and spacing of driveway entrances to public streets from private property and to encourage the joint use of driveways and alternative access ways wherever possible so as to minimize the frequency of traffic conflict points, increase safety and protect the traffic carrying capacity of arterial and collector streets.
- (b) **Restrictions.** After the effective date of this Zoning Code:
 - (1) No new driveways are permitted on a new primary arterial or new collector street.
 - (2) No new driveways are permitted from streets in the C-4 District, except to service parking areas on properties that do not have access to an alley provided the standards in Section 1346.01 are met.
 - (3) A service driveway for a dumpster(s) in the C-4 District with a minimum capacity of 3 cubic yards is allowed provided the property does not have access to an alley. The driveway width shall not exceed 10 feet.
 - (4) For a single or two-family residential use, parcels without alley access are limited to one driveway opening per parcel. ~~curb cut from a street.~~
- (c) **Minimum spacing regulations.** The following minimum driveway spacing requirements shall apply to arterial and collector streets in all districts. Driveways located in proximity to another driveway on the same side of the street shall not be closer than the linear footage established by the following:

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<u>Street Type</u>	<u>Alternate Access Available</u>	<u>No Alternate Access Available</u>
Arterial	200 feet	100 feet
Collector	200 feet	100 feet

- (d) **Minimum distance from street intersections.** Driveways shall not be located nearer to street intersections than established by the following. Minimum spacing is measured along the street curbline and is determined by the linear footage from the end of the intersection curb radius to the end of the driveway curb radius

<u>If a driveway enters a street classified as:</u>	<u>And the intersecting street is classified as:</u>	<u>Minimum spacing for driveways entering a lane approaching the intersection (feet):</u>	<u>Minimum spacing for driveways entering a lane leaving the intersection (feet):</u>
Access	Access, collector or arterial	15	15
Collector	Access, collector or arterial	50	50
Arterial	Access	50	50
Arterial	Collector	50	50
Arterial	Arterial	50	50

- (e) **Exceptions.** In all districts:

(1) **Improvement and enlargement of existing buildings and sites.**

- A. A building or site existing at the time of adoption of this Zoning Code having driveway access which does not meet the requirements set forth in subsection (c) hereof may be improved, enlarged or structurally altered, provided no additional driveways are constructed.
- B. A building that is replaced or enlarged or a site which is altered to an extent more than twenty percent of its value, as determined for tax assessment purposes, must comply fully with these public street access regulations.

(2) **Residential lots.** Any residential building or driveway constructed after the effective date of this zoning code which has access to a maintained alley shall not have access to a street nor shall a parking area be located in the front yard. For parcels having alley access, the parking of a boat, motor home, camper, utility trailer or other recreational vehicle is limited to the rear yard.

(3) **Further exceptions.** Further exceptions to driveway minimum spacing regulations in paragraphs (c) and (d) hereof may be granted upon approval of the City Engineer. The distance requirement may be reduced by no more than 50 percent if the City Engineer determines that the requested exception, along with possible additional exceptions in the same area, will meet the following findings:

- A. The character of the street or neighborhood shall not be diminished or negatively impacted.
- B. It is necessary for reasonable use of the lot.
- C. It shall not contravene the intent and purpose of this Zoning Code.

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- D. It meets other conditions the City Engineer may specify regarding the health and safety aspects of the exception.
- (f) **Design standards for single or two-family uses.** The minimum width of a driveway measured at the throat is 8 feet and the maximum width is 16 feet on all streets or private streets for single or two-family uses. A parking area and driveway width in the front yard shall be the lessor of 40% of the lot width or 32 feet.
- (g) **Design standards for all other uses.** For all other uses:
- (1) **Minimum angle to street.** The minimum angle of the driveway to the street shall be 60 degrees.
 - (2) **Maximum width at throat.**
 - A. The maximum width of a driveway measured at the throat shall be 24 feet on arterial and collector streets.
 - B. The maximum width of a drive measured at the throat on all other streets shall be 20 feet.
 - C. Such width may be increased upon approval of the City Engineer to a maximum of 32 feet on major streets so designated under the Major streets Plan pursuant to 1951 Public Act 51.
- (h) **Backing into streets or alleys.** Except for one and two-family dwellings located in districts other than the C-4 District, backing from a private parking area directly into a street or private street is prohibited. Under certain circumstances described in this chapter backing into an alley is permitted for all uses.
- (Ord. 766. Passed 7-2-07. Ord. 794. Passed 4-7-08. Ord. 826. Passed 2-2-09.)

1374.05 DELIVERY TRUCK LOADING REQUIREMENTS.

- (a) **Purpose.** It is the intent of these regulations that the necessary loading and unloading of motor vehicles shall not unduly interfere with the use of public streets and alleys, and that every use which customarily receives or distributes goods by motor vehicles shall provide for the on-site storage and handling of such motor vehicles.
- (b) **Parking Spaces for Carriers.** Except in the C-4 districts where the provisions of this section would be impractical, uses which customarily receive or distribute goods by motor vehicle shall provide, on the premises, in addition to the off-street parking required, sufficient space for that number of carrier vehicles that will be at the premises at the same time on an average day.
- (c) **Design and Construction Requirements.** Except in the C-4 districts where the provisions of this section would be impractical, there shall be provided off-street, on-site space adequate for the standing, docking, loading, maneuvering and unloading of motor vehicles. This area shall not substantially interfere with required off-street parking areas, and shall be designed as follows:
- (1) **Access and maneuvering.** Access to a truck standing, loading and unloading space or berth shall be arranged as to provide sufficient off-street maneuvering space without utilizing such street and alley for this purpose.
 - (2) **Loading docks and berths; location and screening.** Loading docks shall be located so as not to be visible from a public street or from any R-district. Where

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any loading space or berth adjoins or is visible from a public street or R-District, there shall be provided a masonry wall not less than six feet in height and a landscape area providing at least one canopy tree to provide screening to a height of 14 feet within five years of installation, between such street or R-district and the loading space.

- (3) **Development requirements.** Off-street loading spaces and access drives shall be paved and shall conform to all drainage and lighting requirements of this Code.
- (d) **Exception.** The Planning Director may grant an exception which changes the loading requirements of this Zoning Code if it has been clearly demonstrated that the provision of loading facilities is unnecessary or that such requirements would create a practical difficulty with the use of the lot, as contrasted with merely granting an advantage or convenience.

1374.06 DRIVE-THROUGH STANDARDS.

Purpose: The regulations of this chapter are intended to allow for drive-through facilities by reducing the negative impacts they may create. Of special concern are noise from idling cars and voice amplification equipment, and queued traffic interfering with off-site traffic and pedestrian flow. The specific purposes of this chapter are to:

- Reduce noise and visual impacts on abutting uses, particularly residential uses.
- Promote safer and more efficient on-site vehicular and pedestrian circulation.
- Reduce conflicts between queued vehicles and traffic on adjacent streets.

Standards for all drive-through facilities are as follows:

- (a) The service lanes shall provide sufficient space so that motor vehicles will not impede the circulation of pedestrians, cyclists, and motorists.
 - (b) Provisions shall be made to safely accommodate customers without motor vehicles at any time the drive-through operation is in service.
 - (c) The drive-through facility shall be accessory to a full-service, indoor, on-site use.
 - (d) The service lanes shall meet the landscape requirement of section 1372.04.
 - (e) The service lanes shall not be located between the associated building and public street.
 - (f) Regardless of the street classification, all driveways must be at least 50 feet from a street intersection.
 - (g) When abutting R zoned land, drive-through facilities with outdoor speakers must document in advance the facility will meet the requirements of the noise control chapter.
- (Ord. 476. Passed 7-6-99. Ord 529. Passed 4-2-01. Ord. 860. Passed 2-16-10.)

The effective date of this Ordinance is the _____ day of _____, 2013.

I hereby certify the above ordinance amendment was introduced on December 16, 2013, at a regular meeting of the City Commission and was enacted on _____, at a regular meeting of the City Commission by a vote of Yes:

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____ No: ____ at the Commission Chambers, Governmental
Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above
ordinance was published in the Traverse City Record Eagle, a
daily newspaper published in Traverse City, Michigan, on
_____.

Benjamin C. Marentette, City Clerk

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: CODIFICATION RESOLUTION

Attached is a resolution which will approve the codifying of various ordinances that have been previously enacted by the City Commission. This is a housekeeping matter that allows the amendments to be placed in proper format for insertion into the official compilation of ordinances.

I recommend the following motion:

That the Resolution Approving the Editing and Inclusion of Certain Ordinances as Part of the Various Component Codes of the Codified Ordinances, be adopted.

JJO/kes

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RESOLUTION

APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PART OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES.

WHEREAS, the City Clerk has completed another updating of the Codified Ordinances of the City; and

WHEREAS, various ordinances of a general and permanent nature have been passed by the City Commission since the date of the last updating of the Codified Ordinances of the City;

THE CITY OF TRAVERSE CITY ORDAINS:

1. That the editing, arrangement and numbering or renumbering of the following ordinances and parts of ordinances are hereby approved as parts of the various component codes of the Codified Ordinances of the City, so as to conform to the classification and numbering system of the Codified Ordinances:

<u>Ord. No.</u>	<u>Eff. Date</u>	<u>C.O. Section</u>	<u>Brief description</u>
978	8/15/2013		Definition of Low Impact Production Film Clarification
979	8/29/2013		Authority of Fire Department to Board Watercraft for Official Purposes
980	9/13/2013		Zoning Map Amendment
981	9/13/2013		Zoning Map Amendment
982	10/17/2013		Allowing C-2 (Neighborhood Center District) Uses in (Industrial Districts)
983	10/31/2013		Delinquent Electric Utility Bills and Meter Tampering
984	11/14/2013		Internal Illumination of Signs
985	12/12/2013		Zoning Map Amendment

2. That all ordinances or parts thereof which are in conflict or inconsistent with any provision of the Codified Ordinances are hereby repealed as of the effective date of these ordinances except as follows:

- (a) The enactment of such sections and subsections shall not be construed to affect a right or liability accrued or incurred under any legislative provision prior to the effective date of such enactment, or an action or proceeding for the enforcement of such right or liability. Such enactment shall not be construed to relieve any person from punishment for an act committed in violation of any such legislative provision, nor to affect an indictment or prosecution therefore. For such purposes, any such legislative provision shall continue in full force

notwithstanding its repeal for the purpose of revision and re-codification.

- (b) The repeal provided above shall not affect any legislation enacted subsequent to January 6, 2014.

The effective date of this Resolution shall be January 6, 2014.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on January 6, 2014, in the Commission Chambers, Governmental Center, 400 Boardman, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: *Jo* JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 SCHEDULED LOADER PURCHASE/REPLACEMENT

Attached are memos from Dave Green, DPS Director, and Scott Meteer, Garage Superintendent, requesting approval to purchase a 2014 Caterpillar 950K loader, and declaring a 2009 Komatsu 380 surplus.

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to declare surplus a 2009 Komatsu 380 so it may be returned for its buy-back price of \$113,300.00, and issue a purchase order to Michigan Cat in the amount of \$255,961.00 for the purchase of a 2014 Caterpillar 950K loader with a guaranteed buy-back price of \$130,000.00, with funds available in the Garage Fund.

cc: Dave Green, DPS Director
Scott Meteer, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director 

DATE: December 30, 2013

SUBJECT: 2013 Loader Purchase

It is time for us to make a decision about one of our wheel loaders that was purchased under a guaranteed buyback provision. We are recommending that we exercise the buyback option and sell it back at its guaranteed price and purchase a new loader.

We have four wheel loaders in the DPS. Without getting into too much detail, two are large capacity loaders and two are smaller. The one due for replacement, #156, is a large loader with a 4 cubic yard bucket. We use loaders for a variety of tasks. Loaders are used to push snow out of the downtown area after lesser snowfalls and, using a large blower attachment, to load snow into trucks to be hauled away during heavy snowfalls. The larger, more powerful loaders are required for these snow blowing and pushing tasks. We also use all of the loaders to remove snow from parking lots, to push back snow at intersections, and to load snow into trucks for removal to the Keystone dump site. Loaders are used to mix salt and sand at the Garage facility and to load the mix into sander trucks. Loaders are used during leaf season to push leaves and load them into dump trucks for hauling. The large loaders are used year-round at the Keystone composting facility to operate the 'wildcat', our compost turning machine, and to load compost for purchasers. Finally, they are used in a variety of construction tasks throughout the year, including sewer and water main repairs, street repairs, and sidewalk construction.

We have some options when it comes to acquiring large, expensive machinery such as wheel loaders. We can buy the equipment outright, we can lease it, or we can purchase it with a buyback agreement. For wheel loaders and backhoes, we think it has worked out best to use the buyback program because it is an effective way to control total costs for this equipment. The combination of purchase price and repair costs, less the guaranteed buyback price, is our "total cost" to operate the equipment during the period. The Komatsu loader that is due for replacement was purchased in 2008 for \$198,800. We have a guarantee that we can sell the loader back to the dealer for \$113,300. The dealer also guaranteed that our cost of repairs would not exceed \$1,000 during the five years. So our "total cost" to operate the Komatsu for five years was \$86,500, or \$17,300 per year.

Attached is a memorandum from Scott Meteer, Garage Superintendent, explaining a loader that meets the size and specifications of the loader we need is available through the State's MIDEAL program and includes a buy back option and guaranteed repair cost

Memorandum

The City of Traverse City
Department of Public Services



as described on the previous page. Although the price for a similar size loader has increased in 5 years we feel the purchase/buyback process, especially using the MIDEAL program is still the way to go. The City can purchase a new 2014 950K Caterpillar loader for \$255,961.00 through MIDEAL that has a guaranteed 5 year repair cost of \$3,500 and a guaranteed buy back amount of \$130,000.00 giving us a total cost to operate amount of \$25,892 per year. Currently a lease on a loader of this size is about \$3000 a month or \$36,000 for an annual lease agreement. Again, our cost to own this new loader will be only \$25,892 per year. If we purchase a loader outright, we would keep it in service longer than five years, but after the five year warranty period is up our maintenance costs would start to grow. Our maintenance cost for the new Cat will be guaranteed at just \$3,500 for five years. In addition, under the guaranteed buyback, the dealer must provide repair parts to the City within 48 hours or the parts are free.

With that as background, we are recommending that we buy a new Cat loader and exercise the buyback option on the Komatsu. At an annual cost of \$25,892, the buyback option is still less costly than a lease and the guaranteed maximum repair cost the City will have to pay is next to nothing.

The purchase of this wheel loader was identified in the 2013-2014 Garage budget and is a planned replacement.

Please request that the City Commission declare a 2009 Komatsu 380 surplus so it may be returned for its five year buy back price of \$113,300.00 and approve the purchase of a 2014 Caterpillar 950K loader from Michigan Cat for \$255,961.00 with funds available in the Garage fund.

MEMO

To: Dave Green
From: Scott Meteer *scm*
Garage Superintendent
Subject: Equipment Replacement
Date: December 19, 2013

The Streets Department currently utilizes two large and two small pay loaders. All four loaders are on a guaranteed buyback. One of the large loaders, #156, is due for replacement February 2014.

The Streets Department has used a demo 950K from Caterpillar and has requested that model be purchased. It is available at MiDeal pricing. The price from Michigan Cat is \$255,961.00. This includes the normal required options, such as a Pemberton hitch that mates with our current attachments. There are two items not purchased on previous loaders. They are hydraulic valves and lines to the quick coupler we will use for a convertible vee plow attachment, and Michelin Snow Tires.

After five years or 5000 hours, providing the machine is maintained to the proper level, Michigan Cat will buy back the unit for \$130,000.00.

Please request of the City Commission permission to issue a purchase order to Michigan Cat for \$255,961.00 for a 2014 950K Caterpillar loader.

Also, please request the City Commission to declare old unit #156, a 2009 Komatsu 380, surplus so it may be returned for its five year buy back. After the unit is inspected by AIS Construction for excess wear or damage, and none is found, they will issue us a check for the previously agreed amount of \$113,300.00.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: GRANT -- BOARDMAN RIVER BOAT LAUNCH AND
IMPROVEMENTS TO LOT D

Attached is a memo from Russell Soyring, City Planning Director, recommending the City Commission adopt a resolution accepting a \$156,200 grant from the Michigan Waterways Commission for improvements to the Boardman River Boat Launch and Lot D (at Grandview Parkway and Park Street). As indicated by Mr. Soyring, the city was initially awarded these funds and the City Commission authorized acceptance of the grant in December 2012; however, because of funding needed for emergency dredging that was conducted throughout Michigan, the grant agreement was not executed by the State of Michigan.

The State of Michigan is now prepared to execute the grant agreement and award the grant dollars. As also indicated by Mr. Soyring, if the grant is accepted by the City Commission, the city must also agree to not use the project area or any portion thereof for any use other than public recreation without prior approval by the Michigan Department of Natural Resources.

Terms of the grant require that this project be completed within three years. The estimated costs for this project are \$400,000. This project is featured in the Boardman River Study prepared by students of the University of Michigan as well as supported by the *Your Bay Your Say* initiative.

City Commissioners raised several concerns about the preliminary design that was presented at the December 2, 2013 regular meeting, specifically related to the dock extension into the river channel and consequent congestion and boat tie-up locations. Please refer to the attached memo from Tim Lodge, City Engineer, in which he addresses these issues. At this stage, we are confident that all concerns can be effectively resolved, however, the design is still preliminary.

The following outlines funding sources for this approximately \$400,000 project:

Funding source:	Funding amount:
Michigan Waterways Program Grant	\$156,200
Pledge from Hagerty Insurance Agency	\$ 50,000
Coastal Zone Management Grant (matching funds required)	\$ 80,000
Total	\$286,200

If the actual project cost is \$400,000, we have a \$113,800 funding shortfall, which can be covered by \$143,750 that is budgeted in the Auto Parking System Fund.

Any contract(s) for the work associated with this project will be brought back for City Commission approval.

I recommend the following motion (5 affirmative votes required):

That the Resolution Accepting the Waterways Grant Agreement for the City of Traverse City Boardman River Boating Access Site Project for a grant in the amount of \$156,200, be adopted; and that the City Manager be authorized to execute related agreements for the acceptance of this grant; and that a budget amendment be made in the Auto Parking System Fund to increase budgeted revenues and budgeted expenses by \$400,000 to reflect the receipt and expenditure for all external funding sources.

JJO/bcm

copy: Russ Soyring, City Planning Director
Dave Green, Director of Public Services

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Memorandum

The City of Traverse City
Planning Department



TO: JERED OTTENWESS, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *Russ Soyring*

SUBJECT: Boardman River Boat Launch- Waterways Grant Agreement

DATE: December 26, 2013

Attached is a resolution for the City Commission to formally accept a \$156,200 Waterways Grant for improvements to the Boardman River boat launch and improvements to Lot D. The City was awarded the funds in December 2012 and the City Commission accepted the terms of the grant on December 17, 2012 (minutes attached). However, due to statewide emergency dredging, the grant was not executed by the state. Grant awards that had been previously allocated in 2012 are now being executed.

The planned improvements include the following (see Concept Plan)

- Installation of a new launch ramp and piers
- Installation of a universally accessible canoe/kayak launch adjacent to the boat launch
- Resurfacing of the entire lot with the use of porous pavers in the turnaround area (where most stormwater runoff currently discharges) and launch exit
- Installation of rain gardens along the southern edge of the lot to reduce stormwater runoff directly entering the river and new signage to educate boaters on proper boat hygiene, invasive species, etc.
- Retaining walls near the launch and turnaround to stabilize eroding site banks and define and widen the turnaround
- Installation of trees and native plantings along the areas adjacent to the launch and parking for shade and bank stabilization

By accepting the grant, the State of Michigan will fund \$156,200 of the project. We have also received a \$80,000 Coastal Management Program Grant, a \$50,000 pledge from Hagerty Insurance and have \$143,750 in Parking System funds in our FY 13/14 Capital Improvement Project budget.

By accepting the grant, the City of Traverse City agrees the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the Department of Natural Resources. The time period allowed for project completion is three (3) years.

If the City Commission decides to accept the grant, the motion should be worded such that the City Manager be authorized to execute the Grant Agreement.

RAS:mll

The following individuals addressed the Commission:

R. Ben Bifoss, City Manager
Russell Soyering, City Planning Director

Moved by Carruthers, seconded by Easterday, that the competitive bidding process be waived; and that the City Manager be authorized to issue a service order to Cornerstone Architects in the amount of \$20,800, more or less, for professional engineering design and architecture services in connection with the Cass Street South Tunnel Improvement Project (related to the Clinch Park Revitalization / Bayfront Plan), with funds available in the Capital Projects Fund, to be reimbursed by Tax Increment Financing Funds.

CARRIED unanimously.

c.

Consideration of adopting a resolution accepting a \$156,200 grant from the Michigan Waterways Commission for improvements to the Boardman River boat launch and improvements to Parking Lot D, which authorizes the related grant agreement and consideration of approving the related budget amendment.

The following individual addressed the Commission:

Bryan Crough, Downtown Development Authority Executive Director

Moved by Moore, seconded by Gillman, that the resolution accepting the terms of a \$156,200 grant from the Michigan Department of Natural Resources for improvements to the Boardman River Boat Launch and Parking Lot D, and appointing the City Manager to ensure compliance with grant requirements be adopted; and that the City Manager execute the agreement with the Michigan Department of Natural Resources accepting the terms of the grant; and further that a budget amendment be made to increase both budgeted revenue and budgeted expenses by \$157,000 in the Capital Projects Fund to reflect the receipt of the grant proceeds and their expenditure.

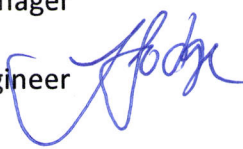
CARRIED unanimously.

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: January 2, 2014

SUBJECT: Progress Report for Parking Lot D and Boardman River Boat Launch and Improvements

This memo is to provide an update for the above referenced project. This project includes installation of new launch and piers, a universally accessible canoe/kayak launch, resurfacing the parking lot with the use of porous pavers in the turnaround area and launch exit, installation of rain gardens along the southern edge of the lot, installation of retaining walls near the launch and turnaround to stabilize eroding site banks, installation of trees and native plantings, and boat cleaning/invasive species education signage.

The grant period for the CZM Grant (\$80,000) is January 1, 2014 to May 15, 2015. The grant period for the Waterways Grant (\$156,200 less the management fee) is three years from the Agreement date which has yet been determined. Recent activities are as follows:

<u>Timeframe</u>	<u>Recent Activity</u>
March 2013	Temporary Funding Delay Waterways Grant Processed Grant Application to CZM with revised timeline, conducted geotechnical investigation.
August/November 2013	Processed CZM Grant Agreement, hired consultant to perform topographic surveying and mapping and design development.
December 2013	Processed Waterways Grant Agreement, design development, coordination with MDNR boat launch criteria and met with MDOT for use of their ROW.

As noted at the recent City Commission meeting we understand that there are the following concerns with the conceptual design drawing which will need to be addressed in the design of the project:

Memorandum
Progress Report
Parking Lot D and Boat Launch Project
January 2, 2014

- a) River navigation channel width and interference with docking along south side of the river. The project as shown projected into the navigation channel. The design will be modified to eliminate interference with the navigation channel and docking along the south side.
- b) Temporary boat tie-up at launch. Currently there aren't any facilities to temporarily tie up a boat that is being launched. The design will investigate the feasibility and requirements for providing this functional activity.
- c) MDOT Right of Way Encroachment. The conceptual design and waterway requirements include a minimum 60' diameter turn around. Preliminary meetings with MDOT express concern about this encroachment. The design will investigate the feasibility and requirements for minimizing or eliminating the encroachment.

The project is anticipated to be completed in accordance with the following schedule to have the project completed by the May 15, 2015 grant period as follows:

<u>Scheduled Timeframe</u>	<u>Activity</u>
January 2014	Design Development, Meetings with MDEQ and MDOT
February/March 2014	Design Development Final Design
March/May 2014	Permits/MDNR Plan Review
May/June 2014	Bidding
September/November 2014	Construction



**RESOLUTION ACCEPTING
the WATERWAYS GRANT AGREEMENT
for the CITY OF TRAVERSE CITY
BOARDMAN RIVER BOATING ACCESS SITE PROJECT**

Upon motion made by Commissioner _____, seconded by Commissioner _____, the following Resolution was adopted:

“RESOLVED, that the City of Traverse City, Michigan, accepts the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City agrees, but not by way of limitation, as follows:

1. To appropriate the sum of One Hundred Ninety-three Thousand Seven Hundred Fifty dollars (\$193,750.00) to match the One Hundred Fifty-six Thousand Two Hundred dollars (\$156,200.00) State grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
3. To construct the project and provide such funds, service, and materials as may be necessary to satisfy the terms the agreement.
4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.
5. To establish and appoint the City Manager to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.
6. To enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State Of Michigan within the confines of the City pertaining to the licensing of watercraft. Watercraft not fully complying with laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.
7. To comply with all terms of the Agreement, including all terms not specifically set forth in foregoing portions of this Resolution.”

The following aye votes were recorded: ____

The following nay votes were recorded: ____

Boardman River boating Access Site Project)

STATE OF MICHIGAN

Dated: _____



PLANNING DEPARTMENT
Governmental Center
400 Boardman Avenue
Traverse City, Michigan
49684



Revision/Issue	Date

Date: 4-1-11
 Project No: PROJ#
 Created By: DMW
 Scale:
 NTS



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: MOBILE FOOD VENDING – HOURS OF OPERATION
ALLOWED

Attached is a memo from City Clerk Benjamin Marentette regarding the discussion at the December 2, 2013, Regular Meeting with respect to the allowed hours of operation for mobile food vending.

If the Commission wishes to change the hours of operation as outlined in the City Clerk's memo, the following motion would be appropriate:

that an amendment to the Traverse City Code of Ordinances, *Mobile Food Vending Hours of Operation*, Section 865.08, which would revise the hours of operation allowed for Mobile Food Vending Units operating on private property in commercial areas from 7 a.m. to 11 p.m. to 6 a.m. to 3 a.m., be introduced and scheduled for possible enactment on January 21, 2014.

JJO/bcm

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copy: Robert Bacigalupi, Downtown Development Authority Executive
Director

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

COPY: Robert Bacigalupi, Downtown Development Authority Executive Director

FROM: Benjamin C. Marentette, City Clerk *[Signature]*

DATE: Tuesday, December 31, 2013

SUBJECT: MOBILE FOOD VENDING – HOURS OF OPERATION

At the December 2, 2013, Regular Meeting, the City Commission discussed the possibility of extending the allowed hours of operation for mobile food vending units on private property in commercial areas to 6 a.m. to 3 a.m. Attached is an ordinance amendment that would extend the hours of operation accordingly. Additionally, the amendment would clarify that the restriction regarding leaving mobile food vending units unattended applies solely to units on city-controlled property.

Currently, mobile food vendors are allowed to operate in all commercial areas (public and private) between the hours of 7 a.m. to 11 p.m.

There was also some discussion about when mobile food vendors are allowed to set up. As the ordinance is currently written, the hours of operation include all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business. Therefore, in its current form, all “hours of operation” specified in the ordinance include not only when the unit is open but when it is physically located in the space, with the exception of private property.

The following delineates the current hours of operation allowed for mobile food vending:

Area type:	Hours of operation allowed:
Residential Areas	9 a.m. to 9 p.m.
Commercial Areas	7 a.m. to 11 p.m.

As always, please let me know if I may be of further assistance.

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: MOBILE FOOD VENDING HOURS OF OPERATION

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 865.08, *Requirements*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

Chapter 865 Mobile Food Vending

865.01	Intent	865.09	Parking Beyond Limits
865.02	Definitions		Allowed by City Ordinance
865.03	Permit Required		and Order
865.04	Duration; Non-Transferability	865.10	Impoundment
865.05	Application	865.11	Other Permits
865.06	Fees	865.12	Revocation
865.07	Investigation by the Chief	865.13	Complaints; Appeals
	Of Police	865.14	Appearance Tickets
865.08	Requirements	865.15	Civil Infraction

865.01 INTENT.

In the interest of encouraging mobile food vendors who add to the vibrancy and desirability of Traverse City, while providing a framework under which such businesses operate, this ordinance is established. (Ord. 963. Passed 5-6-13)

865.02 DEFINITIONS.

- (a) *Mobile Food Vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit which meets the definition of a Food Service Establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the organization engaged in Mobile Food Vending.
- (b) *Mobile Food Vending unit* shall mean any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.

BMarentette

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(c) *Vendor* shall mean any individual engaged in the business of Mobile Food Vending; if more than one individual is operating a single stand, cart or other means of conveyance, then Vendor shall mean all individuals operating such single stand, cart or other means of conveyance.

(d) *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.
(Ord. 963. Passed 5-6-13)

865.03 PERMIT REQUIRED.

No vendor shall engage in Mobile Food Vending without a permit from the City Clerk authorizing such vending. The City Clerk shall prescribe the form of such permits and application for such permit. All permits shall be prominently displayed on the mobile food vending unit. No vending through a Mobile Food Vending Unit of food and/or other human consumables shall be permitted unless it meets the definition of Mobile Food Vending as defined by this ordinance. (Ord. 963. Passed 5-6-13)

865.04 DURATION; NON-TRANSFERABILITY.

Permits may be issued by the City Clerk for a calendar year from the date of issuance. Any permit issued under this Chapter is non-transferable. (Ord. 963. Passed 5-6-13)

865.05 APPLICATION.

Every vendor desiring to engage in Mobile Food Vending shall make a written application to the City Clerk for a permit under this Chapter. The applicant shall truthfully state, in full, all information requested by the City Clerk and be accompanied by a fee established by resolution of the City Commission. Additionally, the applicant shall provide all documentation, such as insurance, as required by the city. (Ord. 963. Passed 5-6-13)

865.06 FEES.

An application for a permit under this Chapter shall be accompanied by a fee in the amount established by resolution of the City Commission. There shall be no proration of fees. Fees are non-refundable once a permit has been issued by the City Clerk. No fee shall be charged to any honorably discharged veteran of the United States Military who is a resident of the State of Michigan and submits official documentation evidencing such to the City Clerk. If operating on non-city property, no fee shall be charged to a business which is on the city's tax rolls whose normal business includes the sale of food and/or beverages. No one shall hire or subcontract such vendors in an attempt to evade the provisions of this Chapter. (Ord. 963. Passed 5-6-13)

865.07 INVESTIGATION BY THE CHIEF OF POLICE.

For Mobile Food Vending within residential areas, approval must be given by the Chief of Police prior to issuance of a permit by the City Clerk. (Ord. 963. Passed 5-6-13)

865.08 REQUIREMENTS.

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Any vendor engaging in Mobile Food Vending shall comply with the following requirements:

1. Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis.
2. If operating on city-owned or controlled property, may only locate on such property as established in a resolution adopted by the City Commission. If parked on public streets, vendors shall conform to all applicable parking regulations.
3. Not operate on public property within one block of a city-authorized street fair, public festival, farmers market or event being conducted without authorization from the event sponsor.
4. Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward.
5. Not use loud music, amplification devices or "crying out" or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the City.
6. Comply with the city's Noise Ordinance, Sign Ordinance and all other City ordinances.
7. Comply with all applicable federal, state and county regulations.
8. May have one portable sign that is six square feet, with no dimension greater than 3 feet and no height (with legs) greater than 4 feet, located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle safety.
9. Within residential areas, a mobile food vendor may only operate between the hours of 9 a.m. and 9 p.m.; and in commercial areas, a mobile food vendor may only operate between the hours of 7 a.m. and 11 p.m. **On private property within Commercial Areas, a mobile food vendor may only operate between the hours of 6 a.m. and 3 a.m.** Other restrictions regarding hours of operation may be established by resolution of the City Commission.
10. No Mobile Food Vending Unit may be left unattended on **city-controlled property** for more than 2 hours; and any Mobile Food Vending Unit not in operation shall be removed between the hours of 11 p.m. and 7 a.m. in commercial areas and 9 p.m. to 9 a.m. in residential areas.
11. Not represent the granting of a permit under this Chapter as an endorsement by the city.
12. Shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.

(Ord. 963. Passed 5-6-13)

865.09 PARKING BEYOND LIMITS ALLOWED BY CITY ORDINANCE AND ORDER.

Any Mobile Food Vending Unit with a valid Mobile Food Vending License may park in a city-controlled parking space for durations as authorized by the permit; and such Mobile Food Vending Unit shall not be restricted to the hours where parking would otherwise be allowed in the particular

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parking space. Provided, however, that no Mobile Food Vending Unit shall park in a city-controlled parking space if parking is prohibited altogether. Any Mobile Food Vending Unit parked in a metered parking space with a valid Mobile Food Vending License shall activate the meter at all times while parked by depositing the appropriate sum of money into the parking meter. (Ord. 963. Passed 5-6-13)

865.10 IMPOUNDMENT.

Any equipment associated with food vending that are not in compliance with this Chapter and left on public property may be impounded at the owner's expense. (Ord. 963. Passed 5-6-13)

865.11 OTHER PERMITS.

A permit obtained under this Chapter shall not relieve any vendor of the responsibility for obtaining any other permit, or authorization required by any other ordinance, statute or administrative rule. (Ord. 963. Passed 5-6-13)

865.12 REVOCATION

The City Clerk shall revoke the permit of any vendor engaged in Mobile Food Vending who ceases to meet any requirement of this Chapter or violates any other federal, state or local regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to the protection of the public health, safety and welfare.

Immediately upon such revocation, the City Clerk shall provide written notice to the permit holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the permit shall become null and void. (Ord. 963. Passed 5-6-13)

865.13 COMPLAINTS; APPEALS.

If a written complaint is filed with the City Clerk alleging a Food Vendor has violated the provisions of this Chapter, the City Clerk shall promptly send a copy of the written complaint to the vendor together with a notice that an investigation will be made as to the truth of the complaint. The vendor shall be invited to respond to the complaint and present evidence and respond to evidence produced by the investigation. If the City Clerk, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified. If a permit is denied or revoked by the City Clerk, or if a written complaint is certified pursuant to this Chapter, the applicant or holder of a permit may appeal to and have a hearing before the City Manager. The City Manager shall make a written determination, after presentation by the applicant and investigation by the City Clerk, as to whether or not the grounds for denial, revocation or complaint are true. If the City Manager determines that such grounds are supported by a preponderance of the evidence, the action of City Clerk or filing of the complaint shall be sustained and the applicant may appeal the City Manager's decision to a court of competent jurisdiction. (Ord. 963. Passed 5-6-13)

865.14 APPEARANCE TICKETS.

The Police Chief and sworn officers of the Police Department, or such other officials as designated

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by the City Manager are authorized to issue and serve appearance tickets with respect to a violation of this Chapter pursuant to Michigan law. Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements. (Ord. 963. Passed 5-6-13)

865.15 CIVIL INFRACTION.

A vendor who violates this Chapter is responsible for a civil infraction and subject to a fine of \$500 per day Provided, however, that the fine for parking violations shall be those as outlined in Chapter 488 of these codified ordinances. (Ord. 963. Passed 5-6-13. Ord. 970. Passed 6-3-13)

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, at a regular meeting of the City Commission and was enacted on _____, at a regular meeting of the City Commission by a vote of Yes: _____ No: _____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk

BMarentette

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: 2012 CLINCH PARK REVITALIZATION PHASE 1 WATER
FEATURE

Attached is a memo from Tim Lodge, City Engineer, requesting approval to issue a service order for an audit of the water feature installed at Clinch Park.

As part of our efforts to determine the extent of design problems at the new water feature, it is important to engage the services of a consultant with expertise designing water features. Toward that end, the Engineering Department has solicited service proposals from several firms. Two firms have provided proposals and the City Engineer recommends engaging the services of Water Technology Inc. out of Beaver Dam, WI. Note that staff has reviewed WTI's qualifications as part of Beckett and Raeder's proposal for consulting services as part of the overall Clinch Park improvement project.

Engineering staff have evaluated the completed project and identified multiple issues that were presented to the City Commission as part of a project update on November 4, 2013. Performing the audit is the next step in determining the extent of potential design problems at the water feature. Subsequently, the audit will give direction in terms of attributing causation and potential remedies available from Hamilton Anderson (Clinch Park project consultant).

The bulk of the audit work can be completed during the winter months, however, full completion requires site inspection that will not be possible until after the snow melts. Meanwhile, City staff is in communication with Hamilton Anderson to work through resolution process in the Consultant Agreement and that effort will continue in parallel with the proposed audit.

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to issue a service order for \$7,350.00 to Water Technology Inc (WTI) to perform an audit of the water feature installed at Clinch Park, with funds available in the Capital Projects Fund.

cc: Russ Soyring, City Planner
Dave Green, DPS Director
Tim Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: December 31, 2013

SUBJECT: 2012 Clinch Park Revitalization Phase 1 Water Feature

As reported to you in October, the City was in process of consulting with Vortex-Midwest, a water feature designer and provider to perform an audit of the water feature installed for several areas of concern. Unfortunately, Vortex-Midwest and the Landscape Architectural firm of Beckett and Raeder declined to formalize an agreement for this work.

Since that time we have solicited input from six additional vendors and consultants about performing the audit. We provided each contact with water feature "as constructed" plans operational manuals, and the *"Review of Clinch Park Water Feature as of 9-24-13"* provided in our October communication to you. Our discussions with the vendors and consultants yielded that we need a phased approach to the work. First, the audit will confirm known areas of concern and identify areas of concern that only an experienced water feature designer can determine. Then, pending the outcome of the audit, we would develop additional phases as may be necessary. From these additional contacts, we have received proposals from two consultants as follows:

Water Technology Inc (WTI)	Beaver Dam, WI	\$7,350.00
Williams Architects	Itasca, IL	\$ 14,952.00

After reviewing the two proposals, we recommend that a service order be issued to Water Technology Inc. in the aforementioned amount with payment from project funds for the above referenced project in the Capital Projects Fund. WTI will provide a report documenting and analyzing the following:

- Identify deficiencies of aquatic amenities regarding current local health code and industry standards.
- Recommendations for repairs, renovations, and replacements.
- Rough order of magnitude construction cost opinion for aquatic recommendations.

WTI has disclosed that they have worked with Hamilton Anderson on two projects in the past but do not have current work or relationship that would be in conflict with performing these professional services.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 6, 2014

DATE: JANUARY 2, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO TRAVERSE AREA DISTRICT LIBRARY
BOARD

Attached is a memo from Deputy City Clerk Katie Lowran, regarding the Mayor's recommendation for the appointment of one member to the Traverse Area District Library Board. The term of incumbent George Galic will expire on December 31, 2013; Mr. Galic is not seeking reappointment.

This is a Mayoral appointment, with City Commission approval.

The following motion would be appropriate to approve the Mayor's appointment:

that the Mayor's appointment of Geoff Streit, (seat previously held by George Galic), to a one-year term expiring on December 31, 2014, on the Traverse Area District Library Board, be approved.

JJO/kjl

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copy: Metta Lansdale, Traverse Area District Library Director

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

COPY:

FROM: Katie Lowran, Deputy City Clerk

DATE: Tuesday, December 31, 2013

SUBJECT: APPOINTMENT – TRAVERSE AREA DISTRICT LIBRARY BOARD

The term of incumbent George Galic on the Traverse Area District Library Board will expire on December 31, 2013; Mr. Galic is not seeking reappointment.

This is a City Commission appointment and is for a one year term which will begin on January 1, 2014 and expire on December 31, 2014 – per the Traverse City District Library Appointment Agreement.

The following applications are on file:

Geoff Streit (recommended for appointment)

Kelly Whittle

Tracy Andrews

The purpose of the Traverse Area District Library Board is to formulate policy and set the budget for the Traverse Area District Library.

As always, please feel free to contact me if I may be of further assistance.

RECEIVED



City of Traverse City
Application to Become Involved

SEP 27 2013

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Board(s)/Committee(s) on which you are interested in serving: District Library Board

(Please limit to three boards/committees)

Name: Geoff Streit E-Mail Address: geoff@fnba.com

Address: 515 Highland Park Traverse City MI 49686
(Street) (City) (State) (Zip)

Occupation: VP commercial lending (if retired, please provide your career)

Home telephone number: (231) 492-0328 Work telephone number: (231) 995-4227

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? Yes Do you reside within the city limits? Yes
Do you own taxable property within the City? Yes Are you a downtown district (DDA) resident? No Do you have Aownership interest@ in downtown district (DDA) property? No Are you in default to the City? No Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? No
Are you a resident of a complex operated by the City? No Do you live within the Traverse City Light and Power service area? Yes Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? No
Are you or are any of your immediate family members a member of any other City board or Committee? No If yes, which? _____

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature

Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!
- Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

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District Library Board

To whom it may concern:

I am applying for a board position for one board only: the District Library Board. Although I've lived in Traverse City for only two years I have always believed that to take part within a community one must give to their community. This particular board is of interest to me for a variety of reasons:

- 1) I am a father of young children and we are users of the library. From children's books, to summer reading, to borrowing music and movies; we as a family utilize this resource.
- 2) My mother is currently the Head of the Main Branch of the Farmington Community Library (Farmington Hills Branch). Growing up and even through my current conversations with my mother, we discuss the ups, downs, problems, successes that she experiences. This has led to libraries in general having a unique place in my heart and mind.
- 3) I grew up using the library and it has a nostalgic place in my heart, but I also realize that in today's faster paced world libraries in general need to have a value proposition that speaks to the community as a whole.

I would personally benefit the city in a variety of ways: my financial background combined with my disposition towards the library resource gives me a unique lens regarding the library. Is the library a vital resource to any community? Yes, however the past of being the main resource for learning has changed as the google world has taken over. The old way of the library doing business doesn't reflect the reality of the library (no different than any other organization). In business I look at how we solve problems not how big the problems are, the library is no different.

Thank you for taking the time to review my application.



Geoff Streit

Geoff D. Streit

PO Box 1072
Traverse City, MI 49685

C 231 492-0328

gdswrknghrd@gmail.com

Profile

As an experienced finance and customer service professional I look to continue to find ways to serve all my internal and external customers

Experience

Collector, First National Bank of America - 2005-2006

Credit Analyst, First National Bank of America- 2006-2007

Commercial Loan Officer, First National Bank of America - 2007-2010

Originated direct and brokered commercial loans in Michigan, Wisconsin, Tennessee, and Florida

Responsible for pricing of loans

Led department in closings for 2008 and 2009

Financial Advisor, Morgan Stanley Smith Barney - 2010-2011

Designed portfolios to match clients' needs and goals to an investment strategy

Used knowledge of capital markets to advise clients regarding their investments

Assistant Vice President Commercial Loans, First National Bank of America – 2011-2012

Initiated and developed new relationships for the Bank in the Traverse City Market

Performed financial analysis on commercial real estate and C&I transactions

Utilized expertise in bank products, financial strategies, and deal structure to meet goals of clients

Experience in SBA, USDA, and other government supported loan programs

Vice-President Commercial Loans, First National Bank of America – 2013-Present

Education

Michigan State University, East Lansing, MI--B.A. Finance, 2nd Degree Economics, 2005

OUTSIDE ACTIVITIES

Prior Housing Commissioner for City of East Lansing

Prior Lansing Catholic Central Girls Varsity Tennis Coach

Kiwanis Club of East Lansing Member; Kiwanis Club of Traverse City Member

Prior Finance Committee Member for Habitat for Humanity Lansing

Leadership Grand Traverse Alumni

Emerging Leaders Program East Lansing Alumni

TRAVERSE AREA DISTRICT LIBRARY BOARD
Bi-governmental Unit Board

	<u>Initial Appt. Date</u>	<u>Termination</u>
Beasley, Jerry 437 West Eighth St. Traverse City, MI 49684 231-935-3752 (Res.) jbeasley@udel.edu	12/01/08	11/08/16 12/31/16

Fowle, William C.	08/07/06	11/08/13
1230 Randall Ct.		12/31/13
Traverse City, MI 49686		
947-5875 (Res.) 935-1583 (Bus.)		
<i>-Term Expiring, Per MOU County Appointment Effective 1/1/14-</i>		

Galic, George	11/01/10	12/31/13
1302 Peninsula Drive		12/31/14
Traverse City, MI 49686		
933-8017 (Res.) georgegalic@chartermi.net		
<i>-Term Expiring, Not Seeking Reappointment-</i>		

Metta Lansdale, Executive Director of
Traverse Area District Library Board - contact person

City appointments are for 4 years and expire 11/08 expire on December 31, but effective January 1st. Term Appointed effective 1/1/14 will expire on 12/31/14. Subsequent appointment will have a four (4) year term expiring in 2018.

This Board consists of 7 members appointed by each of the Governmental Units, as follows:

- ~~Three~~ Two are appointed by City of Traverse City (City residents)
- ~~Four~~ Five are appointed by Grand Traverse County Board of Commissioners.

City appointments are made by Mayor and approved by City Commission

"Voters of Grand Traverse County and Traverse City on November 8, 1983, voted in favor of the establishment and operation of a district library."

The Joint Memorandum of Understanding to appoint 2 appointees from City and 5 appointees from County was adopted by City Commission on January 7, 2013.

The Joint Resolution to appoint 3 appointees from City and 4 appointees from County was adopted by City Commission on 11/21/83.

Purpose: To formulate policy and set budget for the Traverse Area District Library.

Meets 3rd Thursday of the Month.

Sen 6 - cc Report

MINUTES
TRAVERSE CITY HISTORIC DISTRICTS COMMISSION
SPECIAL MEETING
THURSDAY, NOVEMBER 21, 2013
7:00 P.M.
Committee Room, Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684
231-922-4464

PRESENT: Commissioners Zacks, Andres, Vice-Chair Person Tobin and Chairperson Callahan.
ABSENT: Commissioner Brockmiller, Crane and Mansuy
STAFF PRESENT: David Weston

1. CALL MEETING TO ORDER

The meeting was called to order at 7:04 p.m.

2. APPROVAL OF MINUTES:

Approval of the October 24, 2013 regular meeting minutes.

Motion by Commissioner Zacks, seconded by Commissioner Andres to approve the October 24, 2013 regular meeting minutes as presented. Upon vote the motion carried 4-0.

3. REQUEST 13-HDC-15, FROM JOHN GARDNER, ARCHITECT, 7425 DEEPWATER POINT ROAD, WILLIAMSBURG, MICHIGAN for:

Approval of plans for a rear building addition and deck located at the property commonly known as **141 East Front Street** (Fustini's), Traverse City, Michigan. (Downtown Historic District)

Jim Mulligan, owner of Fustini's, 141 East Front Street, Traverse City, Michigan presented drawings and answered questions from the Commission. Motion by Commissioner Tobin, seconded by Commissioner Andres to approve the drawings as presented contingent that the Architect works with the project liaison to reduce the massing of the windows on the north (rear) elevation. Upon vote the motioned carried 4-0. Commissioner Tobin will serve as the project liaison.

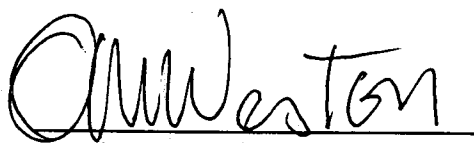
4. PUBLIC COMMENT

None.

5. **ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

Respectfully submitted


David M. Weston, Secretary

Date 12-19-13

Sen 6 - cc RFB

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: October 30, 2013
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, J. Jenkins, J. Bussell, C. Rueckert, W. Kuhn (12:27)
ABSENT:
GUESTS: C. Kuhn
STAFF: B. Postma

J. Jenkins called the regular meeting to order at 12:06 pm.

Moved by C. Rueckert, seconded by J. Bussell that the minutes of the September 25, 2013 regular meeting be approved.

Motion approved 4-0.

Warrant No. 570 in the amount of \$167,305.01 for Retirees Benefits for November 2013 was approved and signed by C. Rueckert and J. Bussell.

Theodore Weber was not available for action on his application for retirement. This item will be rescheduled for the next Board meeting.

J. Bussell left the meeting.

Chris Kuhn of Gray & Company addressed the Board relating to recent communication from Laurence Gray of Gray & Company. The Board asked numerous questions. Chris Kuhn of Gray & Company also gave an executive summary of money manager performance for the period ending September 30, 2013 along with the current market value and target market value as of October 28, 2013. The Board asked various questions. Finally, a report providing a search for global fixed income money managers was reviewed with the Board. A teleconference with representatives from two firms will be scheduled for the next Board meeting.

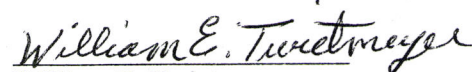
Moved by C. Rueckert, seconded by W. Kuhn that the Board approves the rebalance of the portfolio as recommended by Gray & Company by transferring \$700,000 to the administrative account with \$250,000 to come from Vanguard Mid Cap Index Fund and \$450,000 to come from the Southern Sun Small/Mid Cap Fund.

Motion approved 4-0.

Moved by W. Kuhn, seconded by C. Rueckert to adjourn.

Motion approved 4-0.

Meeting adjourned at 12:50 pm.


William E. Twietmeyer
Secretary/Treasurer

Jen C

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, November 12, 2013

Board Members -

Present: Barbara Budros, Jim Carruthers, Jeff Palisin, John Taylor, Patrick McGuire
Absent: Jan Geht, Bob Spence

Ex Officio Member -

Present: Jered Ottenwess, City Manager

Others: Karla Myers-Beman, Tom Olney, Jessica Wheaton, Scott Menhart

The meeting was called to order at 5:15 p.m. by Chairman McGuire.

Chairman McGuire announced that Karla Myers-Beman will be sitting in for Tim Arends, TCL&P's Executive Director.

Item 2 on the Agenda being Consent Calendar

Budros noted that the agenda did not indicate which action is recommended for each Consent Calendar item and confirmed that approval is recommended for both items listed.

Moved by Carruthers, seconded by Budros, that the following items on the Consent Calendar portion of the agenda be approved:

- 2(a). Consideration of approving minutes of the Regular Meeting of October 23, 2013.
- 2(b). Consideration of authorizing a purchase order to Power Line Supply for the Parsons to Airport Access Transmission Line Project overhead and underground materials.

CARRIED unanimously (Geht, Spence absent).

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

- 4(a). Consideration of authorizing a procurement agreement with ABB Kuhlman for the purchase of two 69/13.8 KV 12/16/20 MVA transformers for the South Substation Project.

The following individual addressed the Board:
Karla Myers-Beman, Controller

Moved by Budros, seconded by Taylor, that the Board authorizes the Chairman and Secretary to execute a procurement agreement with ABB Kuhlman in the amount of \$980,900 for two transformers for the South Distribution Substation; subject to approval as to substance by the Executive Director and approval as to form by General Counsel.

CARRIED unanimously (Geht, Spence absent).

4(b). Consideration of adopting a new vision and mission statement for the utility.

The following individual addressed the Board:
Karla Myers-Beman, Controller

Budros requested that the end of both the Vision and Mission Statements be edited to read, "...City and its residents and all TCL&P customers."

The following individual addressed the Board:
Jessica Wheaton, Marketing & Community Relations Coordinator

Moved by Budros and seconded by Palisin that the Light and Power Board adopts the following Vision Statement: "To build the long-term value of TCL&P for the benefit of the City and its residents and all TCL&P customers." And further move that the Light and Power Board adopts the following Mission Statement: "The Mission of TCL&P is to provide the Public Power benefits of safety, lower rates, high reliability, local control and exceptional customer service to the City and its residents and all TCL&P customers."

CARRIED unanimously (Geht, Spence absent).

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

A. From Legal Counsel.

None.

B. From Staff.

1. Bob Dyer, from RTD Consulting, made an energy supply presentation.
2. Karla Myers-Beman announced that the Elmwood Charter Township Greilickville Commercial Corridor Sub Area Master Plan has been adopted.

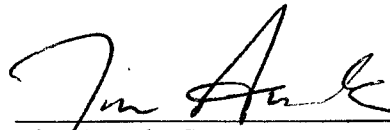
C. From Board.

None.

Item 7 on the Agenda being Public Comment

-Rick Buckhalter, 932 Kelley Street, Ratepayer

There being no objection, Chairman McGuire declared the meeting adjourned at 7:08 p.m.

A handwritten signature in dark ink, appearing to read "Tim Arends", is written over a horizontal line.

Tim Arends, Secretary
LIGHT AND POWER BOARD

/jw



CH2MHILL

MONTHLY OPERATING REPORT

TO: Jered Ottenwess, Traverse City Manager
Mike Slater, Grand Traverse County

COPY: Grand Traverse County Board of Public Works
John Bowman, CH2M HILL, Regional Business Manager
Dave Green, Director of Public Services

FROM: Casey Rose, CH2M HILL Project Manager

DATE: December 11, 2013

SUBJECT: Monthly Operations Report for November 2013

Attached is a copy of the report to the state, which we submit electronically.

The data sheet showing flows and loadings from the Townships, the City, and the Septage Plant for November is attached to this report. Also attached is financial information as of the last Friday in November.

OPERATIONS AND PROJECTS

The treatment plant continued to be in compliance for November 2013. The boiler pipe replacement project has begun, and should be completed in December.

Gram Positive bacteria numbers have increased once again. The diversion pipe is now being utilized until the outbreak has passed.

MAINTENANCE

Traverse City

The boiler inspection has been completed.

We purchased a mechanical seal kit for digester 5 recirculation pump.

A logic board for VFD 4 at Front Street lift station was ordered.

We stopped using the parts washer and had the equipment removed from the shop. This will save about \$400 per quarter in service costs.

Back pulse pump issues were resolved by working with our programmer and tuning the process control loop. Additionally, digester level alarm controls were added to the SCADA so the operators can adjust as needed.

Grand Traverse Septage Facility

The biofilter work was completed. Several items were addressed. The wood chips were agitated with compressed air, the soaker hoses were inspected, and a crack between the main structure and the biofilter wall was sealed. We were contacted by the resident who made the odor complaints and he has reported the odor has improved.

IPP

There was a grease backup at 120 Park Street in late October. During November, NOV's were issued to Phil's on Front, Sorellina's, and State Street Grill. We got a return letter from Phil's on Front contesting our findings. Earlier this week (December 3rd) a more in depth inspection was conducted of Phil's and Cold Stone Creamery to determine which user was the source of the grease observed by the City crew coming from that lead. We are currently working on a final report, but it confirms that Phil's was largely responsible.

Bill at Bay's Pizza, has requested to have until next spring to install an inspection manhole, which we agreed to.

Georgina's Restaurant installed a grease trap under the sink in early November.

An NOV was issued to the Hotel Indigo project this month because they were over their permit allowed flow rate. After initial reporting the violation, we were left with the impression that they were going to fix the situation. Instead when they next contacted us, two weeks later, the flow rate had actually increased. As their permit was about to expire, they requested an increase in their allowed flow rate and an extension until next spring. We recommended that their request be granted, but made it clear that future violations will be handled differently.

An NOV was issued to Otwell Mawby in early November for violating their temporary discharge permit at the corner of Front and Cass. Because of some mechanical issues, their dewatering pump discharged a large amount of sand into the sewer causing the City Sewer and Maintenance crew to be called out to remove the plug.

SEPTAGE PLANT

Total flow from the Septage Facility to the Regional Plant was 794,108 gallons in November. Synagro hauled and land applied 167,240 gallons of biosolids in November.

OTHER

Preparation for the winter season has begun. Buildings have been winterized, staff have reviewed winter procedures, all dry wells have been drained, and the drives have been marked for plowing.

1,250,000 gallons of biosolids from the Regional Treatment Plant were land applied by Synagro in November.

Michigan Department of Environmental Quality Monthly Discharge Monitoring Report (DMR)

PERMITTEE NAME: Traverse City WWTP
 MAILING ADDRESS: 606 Franklin Street
 Traverse City, MI 49684
 FACILITY: Traverse City WWTP
 LOCATION: 606 Hannah
 Traverse City, MI 49686

PERMIT NUMBER: MI0027481
 MONITORING POINT: 001A

DISTRICT: Cadillac
 COUNTY: Grand Traverse

Monitoring Period: 2013-11-01 To: 2013-11-30
 NO DISCHARGE FROM SITE: ()

Parameter	Sample Measurement	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average				
Flow	Sample Measurement	4.718	5.534		*****	*****		0	Daily	Report Total Daily Flow
PARAM CODE: 50030 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****			Daily	Report Total Daily Flow
Total Suspended Solids	Sample Measurement	0.0	199		*****	0.0		0	3X Weekly	24-Hr Composite
PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average	lbs/day	*****	30 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	Sample Measurement	0.0	104		*****	0.0		0	3X Weekly	24-Hr Composite
PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average	lbs/day	*****	25 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Total Phosphorus (as P)	Sample Measurement	17	*****		*****	.43		0	3X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	36 Maximum Monthly Average	*****	lbs/day	*****	0.5 Maximum Monthly Average	mg/l		3X Weekly	24-Hr Composite
Total Copper	Sample Measurement	*****	*****		*****	*G		0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	(report) Maximum Monthly Average	ug/l		Quarterly	24-Hr Composite
Total Mercury	Sample Measurement	*****	*****		*****	*G		0	Quarterly	24-Hr Composite
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	(report) Maximum Monthly Average	ng/l		Quarterly	24-Hr Composite
Fecal Coliform	Sample Measurement	*****	*****		*****	4.86	cts/100 ml	0	3X Weekly	Grab
PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean		3X Weekly	Grab
Name/Title of Principal Executive Officer Or Authorized Agent Casey Rose/Project Manager										
Signature of Principal Executive Officer Or Authorized Agent Elizabeth Hart										
Telephone No 231-922-4922										
Date (MM/DD/YYYY) 2013-12-18										

When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773

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Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)

PERMITTEE NAME: Traverse City WWTP

PERMIT NUMBER: MI0027481

DISTRICT: Cadillac

Grand Traverse

COUNTY:

001A

MONITORING
GROUP:

NO DISCHARGE FROM SITE:

Monitoring Period: 2013-11-01 To: 2013-11-30

MAILING ADDRESS: 606 Franklin Street
Traverse City, MI 49684
FACILITY: Traverse City WWTP
LOCATION: 606 Hannah
Traverse City, MI 49686

Parameter	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
	Average	Maximum		Minimum	Average				
pH	*****	*****	*****	7.0	*****		0	3X Weekly	Grab
PARAM CODE: 00400 Mon. Site No.: 001A	*****	*****	*****	6.0 Minimum Daily	*****	S.U.		3X Weekly	Grab
Stage Code: 1 Dissolved Oxygen	*****	*****	*****	7.5	*****		0	3X Weekly	Grab
PARAM CODE: 00300 Mon. Site No.: 001A	*****	*****	*****	4.0 Minimum Daily	*****	mg/l		3X Weekly	Grab
Stage Code: 1 CBOD5 Minimum % Removal	*****	*****	*****	98.8	*****		0	Monthly	Calculation
PARAM CODE: 80091 Mon. Site No.: 001A	*****	*****	*****	85 Minimum Monthly % Removal	*****	%		Monthly	Calculation
Stage Code: K Total Suspended Solids Minimum % Removal	*****	*****	*****	97.1	*****		0	Monthly	Calculation
PARAM CODE: 81011 Mon. Site No.: 001A	*****	*****	*****	85 Minimum Monthly % Removal	*****	%		Monthly	Calculation
Stage Code: K	*****	*****	*****						
Name/Title of Principal Executive Officer Or Authorized Agent	Signature of Principal Executive Officer Or Authorized Agent		Telephone No		Date (MM/DD/YY)				
Casey Rose/Project Manager	Elizabeth Hart		231-922-4922		2013-12-18				

When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773

GENERAL REPORT COMMENT:

Excluded from the reported data above is the Final Effluent CBOD result we have for the 19th. It was $<2.00\text{mg/L}$. This result was excluded from the reporting form because the analysis it was a part of did not meet QA/QC standards for accuracy. Excluded from the reported data above is the Final Effluent Fecal Coliform result we have for the 4th. It was 5.7 colonies/100mls. This result was excluded from the reporting form because the analysis it was a part of did not meet QA/QC standards for precision. We did collect, and analyze a fourth sample that week, so we would have three reportable results. Starting on 11/17/2013, we collected and analyzed two Fecal Coliform samples the three days of the week we sampled for fecal coliform. Starting on 11/17/2013, Effluent concentrations reported above are flow weighted concentrations calculated from two effluent streams per Scott Blairs letter to the DEQ on 3/11/2013 and approved by John Draminski on 3/11/2013 via e-mail. On 11/25/13, we failed to store a GBC Filtrate Discharge sample for TSS, and CBOD. We did include the results of our Final Effluent TSS, and CBOD samples for the 25th in the above monthly values. This oversight was a result of a change in sampling schedule because of the Holiday. When diverting our GBC Filtrate, we sample Total Phosphorus Monday-Friday unless there is a Holiday then we sample three days a week as required by our permit.

Non-Numeric Code Legend (for monthly data entry purpose)	
*A	Sampling Equipment Failure
*B	Insufficient Flow for Sampling
*C	Laboratory Problem/Error
*D	Laboratory Results Not Received in Time for Report
*E	This Effluent Limit Not Applicable this Reporting Period
*F	No Operations this Reporting Period
*G	Monitoring is a Permit Condition/Not Required this Reporting Period
*Y	Fecal Coliform (too numerous to count)
*T	Alternative to TTO Monitoring

Stage Code Legend	
I	Final Effluent
K	Percent Removal

TOWNSHIP AND CITY BOD CONCENTRATIONS LOADINGS AND FLOWS 2013-2014

BOD average Concentrations	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Average to date
Blair Twp	249	268	228	237	213	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Garfield Twp	381	543	253	230	209	0	0	0	0	0	0	0	147
Elmwood Twp	277	323	433	437	237	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
East Bay Twp	251	402	211	189	162	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Acme Twp	151	146	140	139	158	0	0	0	0	0	0	0	67
Peninsula twp	289	201	207	196	214	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
City	469	184	36	81	1114	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Septage													

* We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Twp BOD concentration

BOD Loadings in pounds per day	Limit 10% leased	Limit 8% leased	Limit owned	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Average to date
Blair	404	404	404	68	51	45	42	36	0	0	0	0	0	0	0	24
Garfield Twp	4870	4465	3624	2991	2776	2533	2604	2243	0	0	0	0	0	0	0	1315
Elmwood Twp	895	888	780	668	736	306	290	322	0	0	0	0	0	0	0	232
East Bay Twp	1562	1523	1309	984	1184	878	809	657	0	0	0	0	0	0	0	451
Acme Twp	1761	1808	1557	1045	228	481	397	298	0	0	0	0	0	0	0	245
Peninsula Twp	406	406	406	71	57	61	60	68	0	0	0	0	0	0	0	32
Septage	202	202	0	118	43	7	19	199	0	0	0	0	0	0	0	39
City	10100	10504	12120	5031	5142	4945	4388	4755	0	0	0	0	0	0	0	2426
Total	20200			10975	10217	9256	8610	8579	0	0	0	0	0	0	0	4764
Blair	0.170	0.170	0.170	0.029	0.025	0.024	0.023	0.020	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.012
Garfield Twp	2.050	1.879	1.525	1.378	1.188	1.285	1.265	1.222	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.634
Elmwood Twp	0.376	0.374	0.328	0.210	0.163	0.145	0.151	0.185	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.085
East Bay Twp	0.657	0.641	0.551	0.426	0.439	0.243	0.222	0.333	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.166
Acme Twp	0.741	0.761	0.655	0.499	0.068	0.273	0.252	0.220	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.131
Peninsula Twp	0.171	0.171	0.171	0.056	0.047	0.052	0.052	0.052	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.026
Septage	0.085	0.085	0.000	0.030	0.028	0.023	0.028	0.021	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.013
City	4.250	4.420	5.100	2.088	3.064	2.866	2.678	2.665	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.336
Total	8.500			4.717	5.021	4.911	4.671	4.718	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.404

Average Daily
Flows, MGD

Traverse City Regional Wastewater Treatment Plant 2013-2014

	November		Year-to-date	
	Budget	Actual	Total Budget	Total Actual
CHEMICALS	15,583	23,999	77,913	89,893
DUES AND SUBSCRIPTIONS	40	135	201	159
EDUCATION, TRAINING, MEETINGS	465	3,182	2,325	5,346
ELECTRICITY	33,170	35,570	165,850	168,845
EMPLOYEE EXPENSE	602	990	3,008	4,591
INSURANCE	2,534	2,639	12,668	13,507
LABOR	69,159	60,989	352,711	329,681
OPERATING EXPENSES	19,478	25,272	97,690	110,852
OUTSIDE SERVICES	2,458	8,493	12,292	42,757
SOLIDS HANDLING	48,760	572	98,900	48,970
SUPPLIES	1,417	234	7,083	2,095
TELECOMMUNICATIONS	739	660	3,696	3,639
TRAVEL COSTS	1,725	3,629	8,626	17,576
UTILITIES-OPERATIONS	1,713	510	8,563	2,728
Total Cost	197,842	166,874	851,526	840,640
REPAIRS (included in the above)	9,167	11,590	45,833	44,778

REPAIRS (included in the above)

Grand Traverse County Septage Treatment Facility 2013-2014

	November			Year-to-date	
	Budget	Actual	Variance	Total Budget	Total Actual
CHEMICALS	494	0	494	2,470	0
DUES AND SUBSCRIPTIONS	15	0	15	74	0
EDUCATION, TRAINING, MEETINGS	49	0	49	246	0
ELECTRICITY	12,500	10,626	1,874	62,500	73,184
EMPLOYEE EXPENSE	56	11	45	278	11
INSURANCE	443	179	264	2,216	1,040
LABOR	8,496	7,417	1,080	43,330	31,184
OPERATING EXPENSES	2,053	355	1,698	10,302	7,322
OUTSIDE SERVICES	2,121	0	2,121	10,604	490
SOLIDS HANDLING	2,421	506	1,915	12,107	2,403
SUPPLIES	17	22	-5	83	22
TELECOMMUNICATIONS	123	78	46	617	538
TRAVEL COSTS	327	180	147	1,635	218
UTILITIES-OPERATIONS	300	63	237	1,500	252
Total Cost	29,415	19,436	9,979	147,962	116,663

REPAIRS (included in the above)

4,165 4,732